Application Process & Instructions: Academic Year 2015-2016

APPLICATION PROCESS
The School of Nursing welcomes applications to the MSN program. If you have additional questions after reviewing the following instructions please contact the School as detailed at the end of this document.

The School of Nursing admits students for the fall semester each year. Admission consideration is extended to those applicants who complete and submit the online application and submit all required documents (outlined below) to the appropriate UNC office by the posted deadline. The MSN Admissions Committee will only evaluate and review complete applications containing all required materials. It is the responsibility of the applicant to ensure the entire application is received by the posted deadline by checking the online application portal.

Fall Semester

Application Deadline: December 16, 2014

December 16, 2014 is the final deadline for University Scholarship consideration.

Students in the MSN program may enroll for either full-time or part-time study. Full-time study requires enrolling in at least nine credit hours (typically three courses) per semester. Part-time study requires enrolling in three to six credit hours per semester. Students may work while enrolled in the program to the extent that the student’s academic progression is not compromised.

The GRE Requirement has been waived for the School of Nursing Graduate Admission! *NOTE: School of Nursing Applicants are not required to enter their test scores on the Test Scores Page!!

PROGRAM PREREQUISITES
1. Registered Nurse Licensure: All applicants must hold a current unencumbered license as a registered nurse (NC License required by matriculation). Note: an “unencumbered license” means neither the license, the licensee’s practice, nor the licensee is associated with any type of restriction, encumbrance, or probationary limitations imposed by the applicable Board of Nursing or any judicial entity. Documentary evidence must be submitted with the application.

2. Educational Background:
   • Bachelor of Science in Nursing: The bachelor’s degree must be awarded by a school of nursing accredited by the National League for Nursing (NLNAC) or the Commission on Collegiate Nursing Education (CCNE).

   OR

   • The RN-MSN option is available for registered nurses without a bachelor’s degree or with a bachelor’s degree in a field other than nursing.

   For the RN-MSN option, the following 51 college level pre-requisite credits must be completed by registered nurse applicants:

   English Composition (3 credits)
   Humanities (9 credits)
   Biological Sciences including Anatomy and Physiology (12 credits)
   Other Science (6 credits)
   Social Sciences (12 credits)
   Human Growth & Development (3 credits)
   Statistics (3 credits)
   Elective (3 credits)

   To assist the RN-MSN applicant, the School of Nursing offers an unofficial transcript evaluation service; more information is available at: http://nursing.unc.edu/admissions/transcript-evaluation/ - WE STRONGLY
3. **Work experience as a Registered Nurse**: Possess a minimum of one year of recent (within the past 3 years) clinical work experience, as a Registered Nurse by the date of matriculation. The following specialties have additional requirements:
   - **Adult/Gerontology Nurse Practitioner Primary Care (AGNP)** specialty applicants must have experience with adults in any medical-surgical type setting.
   - **Family Nurse Practitioner (FNP)** specialty applicants should have nursing experience in community or ambulatory settings (either as a paid employee or as a volunteer).
   - **Health Care Systems (HCS)** specialty applicants should have experience in a leadership role within a health care setting. Applicants to this specialty may select from among five areas of study: Administration, Clinical Nurse Leader, Education, Informatics and Outcomes Management.
   - **Pediatric Nurse Practitioner Primary Care (PNP)** applicants should have a minimum of 6 months of the most recent 12 months of full-time clinical work experience as a Registered Nurse with pediatric patients in a neonatal or pediatric inpatient setting, or community setting that serves children and families.
   - **Psychiatric-Mental Health Nurse Practitioner (PMH NP)** applicants should have the equivalent of 6 months within the past 3 years of full-time clinical work experience as a Registered Nurse in an acute or community setting that serves psychiatric illness/substance abuse.

4. **Completion of Required Prerequisite Coursework**: All applicants are required to have completed the following course:
   - Introductory-level statistics course (may be part of the undergraduate degree) with an earned grade of C or better. The course must have been completed within 10 years of the date of matriculation into the MSN Program (After August 2005). Please list data on this course in the Prerequisite section of the application.

**INSTRUCTIONS FOR APPLICATION**

This document contains instructions for the integrated online application process; the UNC-Chapel Hill Graduate School and School of Nursing Supplemental Application have been combined for user-ease and processing efficiency. Information regarding Graduate School requirements is available at: http://gradschool.unc.edu/admissions/instructions.html. Please carefully read and follow the School of Nursing application instructions below; each element described is a required facet of the online application.

1. **Transcripts of Undergraduate Education**: Applicants must scan into the application an unofficial transcript for all post-secondary schools attended since high school. These documents must reflect all college-level course work (including pre-requisite courses you have taken, any summer school courses or AP courses). 
   - International Applicants see additional requirements Under Critical Information for International Applicants below

2. **The Bachelor’s degree in nursing must be awarded from an NLNAC or CCNE accredited School of Nursing**.
   - The School of Nursing strongly prefers applicants have earned a **3.0 GPA** (on a scale of 4.0) or better in their BSN program. The GPA for RN-MSN applicants is calculated using the 51 pre-requisite credits required for admission. If your GPA does not meet the 3.0 minimum, you should address this in your Professional Statement.
   - **Note**: failure to upload a transcript for each school attended will render the application incomplete.
   - Applicants who have attended school outside of the US, must provide a full credit evaluation of all courses completed at a foreign institution. This should include a course by course evaluation as well as a validation of the degree received. The National Association of Credential Evaluation Services provides a list of organizations that offer this service at the link below. Please submit the credit evaluation report and an unofficial copy of your transcript with your application for admission. These documents may be scanned into the transcript section of the application. Submission of this credit evaluation with degree validation will allow us to view your transcripts in a US transcript format on a 4.0 GPA scale. Related URL: http://www.naces.org/
3. **Letters of Recommendation:** Submit three (3) letters of recommendation supporting your potential for success in the MSN program. Recommendations must be received from three individuals familiar with the applicant’s intellectual ability, academic achievement, practice expertise, and professional commitment to nursing. Letters from relatives, family friends, fellow staff members, clients/patients or religious/spiritual leaders will not be accepted. Two letters of recommendation are needed from **faculty members** whose class you have taken and who can speak to your academic qualifications and strengths as a student. One faculty reference must be from the most recently attended educational program. Specifically, the letters should address your potential for success in graduate education, leadership ability, and personal characteristics that will help or hinder development as an advanced practice nurse. The third letter must be from your immediate supervisor and must include the SON Employer Recommendation Form (see below).

The online application will prompt you to submit the email addresses for your three required recommenders. The recommender will then receive an email request for recommendation and be able to upload the reference into the application. Recommendations MUST be uploaded into the application.

**OUT OF SCHOOL OVER 5 YEARS (Graduated Prior to August 2010)!!!**

*Note:* applicants who have been out of school **five or more years** may substitute professional colleagues as referents. If this option is utilized, the professional colleagues must have an earned graduate degree (master’s or doctorate) and possess the ability to speak to your potential for success in graduate school.

**EMPLOYER RECOMMENDATION INFORMATION!!!**

The third reference must be submitted by your immediate supervisor or department head of your current or most recent nursing position. Use of the School of Nursing’s Employer Recommendation Form is required. It is the applicant’s responsibility to provide the School’s form to the employer with the top portion completed. Select between the Word Document to email or the PDF to hand deliver [http://nursing.unc.edu/admissions/applications/](http://nursing.unc.edu/admissions/applications/)

YOU MUST GIVE OR SEND YOUR EMPLOYER OUR FORM BEFORE YOU LIST THEIR NAME AND EMAIL IN YOUR APPLICATION.

Please print the employer recommendation form from our website or save the Word Document. Complete the top of the form and give it to your supervisor or email the Word Document. Please ask your supervisor to complete the form. If you provided the supervisor the pdf, ask them to scan the completed recommendation form to their computer. If you sent the Word Document, ask them to save the form. Next, let your supervisor know that they will be receiving an email request from “University of North Carolina at Chapel Hill - The Graduate School [mailto:support@hobsons.com]”. Following the instructions provided in the email, your supervisor will be able to upload your recommendation directly into your application portfolio.

**USING PREVIOUSLY SUBMITTED RECOMMENDATIONS INFORMATION!!!**

Students who are reapplying to Nursing and who had letters of recommendation submitted last year, may re-use the letters from that application. In order to do this, you must list the Recommender’s name in the Recommender section of the application. In the email spot, you may list previousrec1@unc.edu, previousrec2@unc.edu and previousrec3@unc.edu. The system requires a different email address be listed for each recommender. Listing this email will trigger the Office of Admissions at the School of Nursing to load the letter or letters from last year.

4. **Professional Statement:** This narrative is a very important part of your portfolio. The quality of the Professional Statement is often crucial in admissions decisions since it provides the Admissions Committee a first-hand example of your writing skills and your ability to present ideas in a clear, logical and coherent manner. In lieu of an interview, the professional statement provides the Committee with your personal perspective on your professional contributions, strengths as a student, current skills and abilities, and prior experiences. Proofread your statement carefully!

Please address EACH of the following subjects in your professional statement. *Create a topic-specific header for every response.* Poorly written statements will weaken your portfolio notably.

a. Explain why you have chosen the specific advanced practice area in the MSN program.

b. Discuss how your work experience (both paid and voluntary) demonstrates your fit with your selected specialty and your readiness for the advanced practice role.

c. Define your professional goals and how this program will contribute to your achieving them.

d. Discuss your academic strengths and areas of improvement.

e. Discuss your clinical strengths and areas of improvement.
f. Identify any aspect of the program’s admission criteria for which you do not meet minimum requirements and provide an explanation for your situation (e.g., an explanation is needed if GPA < 3.0, (or equivalent), work experience not current or < 1 year, etc.)

g. Lastly, please share any other information you feel is pertinent to your application that you wish the admissions committee to know.

Consider this your opportunity to communicate with Admissions Committee members key information about your professional background and reasons for pursuing a graduate degree in nursing in your selected advanced practice area.

The Professional Statement should be a thoughtfully prepared, three to five typed, double-spaced page document that focuses in detail on all elements noted above. The document should then be submitted as a single document with your application as an uploaded MS Word “.doc.” file.

5. Current Curriculum Vitae or Resume: This document should detail your career path, explaining any gap in employment greater than one year. Note: Full disclosure of your complete education history is required. Please review the CV template provided by the School of Nursing and make sure that your CV includes all the information outlined in the template: http://nursing.unc.edu/admissions/applications/

6. Professional Nursing Licensure: Documentation substantiating the applicant holds a current unrestricted/unencumbered license as a registered nurse. (NC License required by matriculation) Note: an "unencumbered license" means neither the license, the licensee's practice, nor the licensee is associated with any type of restriction, encumbrance, or probationary limitations imposed by the applicable Board of Nursing or any judicial entity. [See Application Section Supplemental Documents]

The Information provided by the Board of Nursing website of your state is sufficient. Print and scan or save a screenshot.

8. Upload a completed and signed Application Checklist. The application checklist is a newly required document created to assure that you have taken all the necessary steps to submit a complete and competitive application. The checklist will call your attention to areas of the application that are of importance to the admissions committee.

9. Application fee: $85.00 (may be paid by check, money order or online by credit card to the Graduate School; instructions are available on the final screen of the application)

The GRE Requirement has been waived for the School of Nursing Graduate Admission! *NOTE: School of Nursing Applicants are not required to enter their test scores on the Test Scores Page!!!

INTERVIEWS
If at any time additional information is needed to clarify or supplement your application portfolio, you will be contacted for an interview. Note: International applicant for whom English is the second language will be interviewd.

FULL-VERSUS PART-TIME STATUS

Full-time students are expected to take three or more courses per semester (at least nine credit hours.) Part-time students take less than 9 credit hours. The Graduate School permits all students a maximum of five years to complete degree requirements.

• Full-time students are eligible to apply for scholarships, traineeships and merit assistantships through the School of Nursing. Part-time students are encouraged to pursue external funding opportunities.

• Due to the demands of the MSN program, full-time students are discouraged from working full time.

NOTIFICATION OF DECISION

It is the responsibility of the applicant to ensure that the online application is submitted prior to the posted deadline, all requested documents are uploaded properly into the application, and that your file is complete. You can check the status of your application review by logging on to the application to see if any required items are missing. The Admissions Committee only considers COMPLETE applications. It is your responsibility to check your application in the online
application portal, and follow up with your recommenders and schools. The School of Nursing will contact you directly, if we need additional information or documents. Please do not call the School of Nursing to check the completion status of your application. Please direct your questions or concerns about the MSN application to son_gradapp@unc.edu. The School of Nursing and Dean of The Graduate School will notify you in writing of your outcome as soon as decisions are rendered. Therefore, please modify your information in the Update Profile section of your application if you change your address prior to notification.

QUESTIONS:
Questions regarding the instructions, application requirements, or the status of your application, should be directed to the Office of Student Affairs in the School of Nursing at (919) 966-4260 or via email to son_gradapp@unc.edu. Thank you for your interest in the School of Nursing at UNC-Chapel Hill.

TO BEGIN:
Go to the Graduate School Admissions Page http://gradschool.unc.edu/admissions/
Select Apply Now and Create an Account or Log in with an existing account
Start Application

*NOTE: School of Nursing Applicants are not required to enter their test scores on the Test Scores Page!!!

GOOD LUCK!!!

Critical Information for International Applicants:

Admissions Requirements:
This MSN Program is available to international students. It is essential that international students be fluent in English. Presently, the University (including the School of Nursing) does not offer ESL programs or an English language institute. For this reason, candidates interested in attending the University must be able to understand rapid, idiomatic English as spoken in lectures, group discussions, and clinical settings by individuals of widely varying accents. Students from non-English-speaking countries must be able to communicate quickly and clearly in spoken and written English.

Transcripts:
International students must provide a full credit evaluation of all courses completed at a foreign institution. The National Association of Credential Evaluation Services provides a list of organizations that offer this service at the link below. Applicants may also choose to have credit evaluated by faculty members in the various departments on campus. Please submit the credit evaluation report and an official copy of your transcript with your application for admission. These documents may be scanned into the transcript section of the application. Submission of this credit evaluation with degree validation will allow us to view your transcripts in a US transcript format on a 4.0 GPA scale. Related URL: http://www.naces.org/

TOEFL or IELTS
The UNC Graduate School Institution Code is 5816 (no department code). International applicants must achieve a minimum total score of 575 (with a minimum of 50 in each section) on the written version of the Test of English as a Foreign Language (TOEFL) or minimum of 89 on the internet-based test with the following minimum section requirements: Reading, 21; Listening, 22; Speaking, 24; Writing, 22. This is not a requirement of applicants who are residents of a country where English is the sole official language of instruction or if applicants hold a degree from an accredited United States institution of higher education.

Meeting the minimum total score on TOEFL does not guarantee admission to the School of Nursing. Admission decisions are made on the basis of multiple factors including: scholastic performance; English proficiency; essays; letters of recommendation; the appropriateness of the requested advanced practice area to the applicant’s goals and clinical experiences; and verification of financial support to insure proper visa status.
A score of 8 is required on IELTS which is higher than The Graduate School requirement.
Letters of Recommendation

Three current letters of recommendation are required from persons qualified to speak to your knowledge, skills and abilities. Specifically, the letters should address the candidate’s potential for success in graduate education, leadership ability, and personal characteristics that will help or hinder development as an advanced practice nurse. All candidates for whom English is a second language (non-native language), must submit at least one additional letter of reference that addresses your ability to communicate fluently in the English language.

Interview

An interview is required of all international applicants who are non-native English speakers. The interview (personal or telephone) will be conducted by faculty who teach in the candidate’s clinical area of interest. The interview has two distinct foci: part one will focus on information provided in the application materials (for example, essay and future goals); the second part will evaluate the interviewee’s English proficiency.

Financial Certificate with supporting documents will be required upon admission
http://gradschool.unc.edu/admissions/instructions.html#fincert

QUESTIONS:
Questions regarding the instructions, application requirements, or the status of your application, should be directed to the Office of Student Affairs in the School of Nursing at (919) 966-4260 or via email to son_gradapp@unc.edu. Thank you for your interest in the School of Nursing at UNC-Chapel Hill.

TO BEGIN:

Go to the Graduate School Admissions Page http://gradschool.unc.edu/admissions/
Select Apply Now and Create an Account or Log in with an existing account
Start Application

*NOTE: School of Nursing Applicants are not required to enter their test scores on the Test Scores Page!!

GOOD LUCK!!!