Academic Year 2016-2017

APPLICATION PROCESS
The School of Nursing welcomes applications to the Post-Master of Science in Nursing Certificate program (PMSN). 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 all required documents (outlined below) 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.

DEADLINE: Fall 2016 Application Deadline: Tuesday, January 12, 2016

PMSN Programs offered: Health Care Systems – Nursing Leadership
Health Care Systems – Informatics
Psychiatric Mental Health Nurse Practitioner*

PROGRAM PREREQUISITES
1. Registered Nurse Licensure: All applicants must hold a current unencumbered license as a registered nurse. NC License or compact state equivalent is required by matriculation.

2. Educational Background: An earned Master's degree in nursing by the date of program matriculation.

3. GPA Requirement: PMSN applicants are expected to have 3.0 or better (on a 4.0 scale) in MSN coursework. If your MSN GPA does not meet the 3.0 minimum, you should address this in your Professional Statement.

4. Remissibility: All applicants must be admissible to all previously attended colleges/universities. If you have been declared academically ineligible and as such are unable to return to any previous institutions, you must contact that institution and seek documentation that reinstates your eligibility or your application cannot undergo review. Copies of ALL correspondence regarding your reinstatement request must be submitted in the application. Additionally, if your final institutional cumulative GPA is below 2.0 (on a 4.0 scale), please provide documentation of your eligibility to return to that particular institution.

5. 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.
   • Health Care Systems (HCS) specialty applicants should have leadership experience within a health care setting (e.g., committee member, leading a service/QI project).
   • Psychiatric-Mental Health Nurse Practitioner (PMHNP) Individuals eligible to apply include those who have earned a master’s degree in nursing from an accredited program and are currently licensed as APRNs. In addition, it is strongly recommended (but not required) that applicants have the equivalent of 6 months of full-time clinical work experience within the past 3 years in a setting that serves psychiatric illness/substance abuse

INSTRUCTIONS FOR APPLICATION
Please carefully read and meticulously follow the School of Nursing application instructions below; each element described is a required facet of the online application.

1. Transcripts of Graduate Education: Applicants will upload an unofficial copy of the MSN transcript into the online application. The Master’s degree must be awarded by a school of nursing accredited by the National League for Nursing (NLN-AC) or the Commission on Collegiate Nursing Education (CCNE.) If the unofficial document does not
clearly state the name of the institution, PLEASE write the name at the top of the transcript prior to scanning and uploading. Official transcripts will be required by the School of Nursing upon admission.

2. **Letter of Recommendation:** Please have your current supervisor complete a recommendation letter supporting your potential for success in the Post-MSN program. Letters can be emailed to son_gradapp@unc.edu or mailed to the Office of Student Affairs:

UNC-Chapel Hill School of Nursing
Office of Student Affairs
Carrington Hall, CB 7460
Chapel Hill, NC 27599-7460

3. **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, thoughtful 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. Poorly written statements will weaken your portfolio notably. Proofread your statement carefully!

Please address EACH of the following subjects in your professional statement.

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 (An explanation is needed if GPA falls between 2.75 and 3.0 (for example).

g. Describe your leadership capabilities and provide examples of when you have served as a leader. This can be a formal leadership position or informal leadership (e.g. committee chair, leading strategic initiative, charge nurse, preceptor, etc.)

h. 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 the Admissions Committee key information about your professional background and reasons for pursuing a graduate degree in nursing in your selected advanced practice area.

**Format:**

- Create a topic-specific header for each response
- Three to five typed, double-spaced pages
- Submit as a single document uploaded as MS Word “.doc” file

4. **Current Curriculum Vitae or Resume:** Using the SON required template, detail your career path, explaining any gap in employment greater than one year. Full disclosure of your complete education history is required. [http://nursing.unc.edu/admissions/applications/](http://nursing.unc.edu/admissions/applications/)

5. **Professional Nursing Licensure:** Documentation substantiating the applicant holds a current unrestricted/unencumbered license as a registered nurse must be uploaded into the application. 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. The Information provided by the Board of Nursing website of your state is sufficient. print and scan or save a screenshot to upload into the application.

6. **APA Certification:** PMHNP applicants must provide verification of current certification as an advanced practice registered nurse.
7. **Application fee:** a check of $85 should be made out to The UNC-CH School of Nursing and mailed to the Office of Student Affairs. Applications will not be reviewed without the fee.

UNC-Chapel Hill School of Nursing
Office of Student Affairs
Carrington Hall, CB 7460
Chapel Hill, NC 27599-7460

**Psych-Mental Health Applicants Only - Recommended Review of Health Assessment**

Students entering the PMHNP program are expected to build a higher level of physical examination and health assessment skills needed for their role as a provider of primary care services. The advanced health assessment course is your first clinical course in the PMSN program and will focus on these higher level assessment skills. If you have not had a free-standing health assessment course in the past 3 years, or do not use physical examination or health assessment skills on a daily basis, you should strongly consider taking a refresher course (undergraduate or continuing education) prior to entering the advanced clinical course.

**Note:** The School of Nursing offers a continuing education course via the School’s Center for Life Long Learning titled History Taking and Physical Assessment. [http://nursing.unc.edu/lifelong/](http://nursing.unc.edu/lifelong/)

**Critical Information for International Applicants:**

**Admissions Requirements:** This Post-MSN Program is available to international students as follows. It is essential that international students be fluent in English. Presently, the University 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.

- **Health Care Systems applicants:** International applicants may consider both pathways of study
- **Psych-Mental Health applicants:** All applicants must hold RN Licensure and APRN Certification in the US

**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/](http://www.naces.org/)

**A note on foreign degrees:** As part of the transcript submission, degree credentials are also reviewed by the Graduate School. Assessment of a foreign degree, including those conferred from institutions participating in the Bologna Accord, is based upon the characteristics of a national system of education, the type of institution attended, its accreditation and the level of studies completed. The following guidelines indicate the level of study expected of international applicants prior to graduate enrollment:
- British patterned education bachelor's degree with honours
- French patterned education degree of diplome requiring four years of post baccalauréat study
- Germany university Diplom preferred. Applicants with very strong academic records may be considered if they have completed the Staatsexamen, a bachelor’s degree after a 13-year Abitur, or at least one year of full-time study beyond Vorprüfung, Zwischenprüfung, Vordiplom, or any other bachelor’s degree
- Other European countries: university degree requiring a minimum of four years of study
- Canada three year bachelor’s degree from Québec; four-year bachelor’s degree from all other provinces
- Latin America university degree requiring a minimum of four years of study
- India, Pakistan, Bangladesh, Nepal bachelor’s degree in engineering or medicine; master’s degree in all other fields
- Philippines five year bachelor’s degree or four year bachelor’s degree plus one year of graduate course work
- Other Asian countries: university degree requiring a minimum of four years study

**TOEFL or IELTS:** The School of Nursing MSN program requires a higher level of English proficiency than The Graduate School due to the clinical requirements. **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:** In addition to the employer letter, applicants 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, telephone, Skype) 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](http://gradschool.unc.edu/admissions/instructions.html#fincert)

Information concerning visa, U.S. Immigration, or financial certificate matters can be obtained from the UNC Office of International Student and Scholar Services. [http://oisss.unc.edu/](http://oisss.unc.edu/)

**ONLINE APPLICATION PORTAL**
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 employer has emailed or mailed your recommendation letter. The Admissions Committee only considers COMPLETE applications. It is your responsibility to check your application in the online application portal, follow up with your recommenders and mail the application fee. The School of Nursing will contact you directly, if we need additional documents or information, so please do not call to inquire about the status of your application.

**BASIS FOR DECISIONS**
Admission to the Post-MSN program is necessarily a selective process. Meeting the posted criteria does not ensure admission. The Committee considers a myriad of factors including: the quality of performance in previous undergraduate and graduate study (as applicable), success in previous employment and related experiences, and personal qualifications including suitability for advanced study. The Admissions Committee weighs the applicant’s accomplishments and potential for success in the program. Diversity in student backgrounds and scholarly interests is desired. Using an objective review procedure, the Admissions Committee recommends selected candidates to the Dean of The Graduate School.

The University of North Carolina at Chapel Hill School of Nursing is committed to equality of educational opportunity and does not discriminate on the basis of race, gender, national origin, age, religion, sexual preference, or handicap. Members of racial or ethnic minority groups and males are encouraged to apply.

**NOTIFICATION OF DECISION**
The School of Nursing and Dean of will notify you in writing of the outcome of your application review 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.

**FOLLOWING ADMISSION ACCEPTANCE:**
Admitted applicants submit official transcripts to the School of Nursing. Those seeking to establish North Carolina residency for tuition purposes, shall submit an online application located at this site: [http://gradschool.unc.edu/student/residency/](http://gradschool.unc.edu/student/residency/)
Accessing the Correct Application
The online Post-MSN application is accessed through the application section of the School of Nursing website: http://nursing.unc.edu/admissions/applications/index.htm

APPLICATIONS PAGE
http://apply.unc.edu/onlapp/welcome.jsp

This is the link you will use to access the application initially and if you leave the application and need to return to it. We recommend that you bookmark this page.

CREATE YOUR UNC Guest ID

Once you have created a Guest ID you will receive an email to change your password and from there you will have a link to the application.

INITIAL QUESTIONS
The initial questions to the application are extremely important because they determine which application you will access. Carefully review the screen shots below so you can make the correct selections as you begin your application.

PMSN Applicants must select: “Graduate Degree Seeking, Certificate or Post Bacc Licensure Programs”

Next, make the following selections

- I want to be a new student
- Certificate or Post Bacc Licensure
- Nursing – Certificate
- Post Master of Science in Nursing Certificate
- 2016 Fall
- Area of Interest
- January 12, 2016
- I confirm my selections
- Start New Application
QUESTIONS:
Questions regarding the instructions or application requirements 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.

TECHNICAL HELP:
If you have any technical problems, such as browsers or login issues, contact the UNC Help Desk at (919) 962-HELP (4357).

Thank you for your interest in the School of Nursing at UNC-Chapel Hill. Good luck with your application!