



## College of Graduate Nursing Application Checklist and How to Apply Guide

### Application Materials Needed

#### \_\_\_\_\_ Online application

- Through our website at <https://prospective.westernu.edu/nursing/>
- \$60 non-refundable application fee made payable via credit card at the time you submit your application (Application fees are currently waived)

#### \_\_\_\_\_ Personal statement

- Will be submitted electronically within the online application

#### \_\_\_\_\_ Curriculum Vitae

- Please include all previous employers and academic institutions attended
- Will be submitted electronically within the online application

#### \_\_\_\_\_ 2 Reference Form

- To be completed by an employer or faculty member (non-relative)
- Form will be sent electronically to your recommender based on the information you provide in your application
- Please note - References are waived for CGN Alumni of WesternU

#### \_\_\_\_\_ Official Transcripts of all schools attended

- All transcripts must be received – including any undergraduate and/or graduate coursework that did not culminate in a degree
- WesternU prefers to accept transcripts electronically. These transcripts are considered official documents if they are sent directly from your school using one of the many Online Transcript Exchange services. These services include Interfolio, Docufile, or E- Scrip Safe. Please check with your Registrar to see if this service is available. If this service is available, please have your Registrar's Office select the appropriate Western University of Health Sciences receiver account.
- *NOTE:* If you have completed any coursework outside of the US, you must get your coursework evaluated by either:

- Josef Silny & Associates (<http://www.jsilny.com/>)
- World Education Services (<http://www.wes.org/>)

### Scholarly Writing

- Please upload an example of your scholarly writing
- **Acceptable** scholarly writing samples include written scholarly academic paper, journal publication, position statement, policy brief, master's thesis, or written case study.
- **Will not accept:** PowerPoint presentation, poster presentation, brief essays or SWOT analyses.

### How to Write a Curriculum Vitae

Visit these sites (not affiliated or officially endorsed by WesternU) for helpful tips on how to write a Curriculum Vitae: <http://jobsearch.about.com/od/cvsamples/a/blsamplecv.htm>

### Tips for choosing your recommender

- Always think of quality over quantity (i.e., do not focus on getting five OK letters, focus on two high quality letters)
- Put thought into whom you would like to ask – employer or faculty are required by the college
- Ask someone that you have worked with and can cite specific examples of your work ethic, character, and/or educational strengths

### Application

Application opens January 1<sup>st</sup>; we suggest you begin seeking out your evaluators for your letters of recommendation and start your online application.

Contact all the schools attended and find out how to order transcripts. Schools may take up to 3-4 weeks to send transcripts; avoid paying any rush fees by requesting transcripts early

Our application deadline for the Fall entry is **May 1<sup>st</sup>** – all application materials must be received on or before the deadline.

### **Please send all application materials to:**

Western University of Health Sciences  
Admissions Operations (AO) Office  
309 E. Second Street  
Pomona, CA 91766-1854  
(909) 469-5335  
E-mail: [AO@westernu.edu](mailto:AO@westernu.edu)