



College of Graduate Nursing
Doctor of Nursing Practice (DNP) Program
Application Checklist and How to Apply Guide

Application Materials Needed

_____ **Online application**

- Through our website at <http://prospective.westernu.edu/nursing-dnp/apply/>
- The \$60 non-refundable application fee is currently being 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 Forms**

- To be completed by an employer or faculty member (non-relative)
- Forms will be sent electronically to your recommender based on the information you provide in your application

_____ **Copy of RN License and any Advanced Practice certifications**

_____ **Verification of Post-Baccalaureate Clinical/Practice Hours**

- One of the following forms of verification may be uploaded to your electronic application: letter indicating completed hours from institution on institutional letterhead, *unofficial transcript from institution where hours were completed, OR a copy of national certification for Advanced Practice Registered Nurses (APRNs).
* transcript must clearly indicate Masters-level clinical/practice hours completed (example: number of hours per unit indicated on transcript legend).

_____ **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
- Contact all schools attended and find out how to order transcripts
- Schools may take up to 3-4 weeks to send transcripts. Avoid paying rush fees by requesting transcripts early.

- 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, Docufide, or EScrip 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/>)

Example of scholarly writing

- Examples: research proposals, published work, reports written for practice, and papers presented
- If you need further guidance on what would qualify as scholarly writing you can contact the Admissions office at admissions@westernu.edu

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:

1. <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 three 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

Our application deadline for the Fall entry is **April 1**. 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