



College of Graduate Nursing Application Checklist and How to Apply Guide

Application Checklist

This checklist is provided to assist you in collecting the materials listed below. Your application will not be considered until all materials have been submitted by the deadline. The application deadline is May 1st. You are encouraged to apply early to avoid any possible delays.

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 online application (**Application fees are currently waived**)

Essay Questions

- Will be submitted electronically within the online application
- Compose your answers in a separate Word document and be sure to edit for spelling and grammar. It's always a good idea to have others proof read for spelling, grammar and clarity before submitting
- Once your questions are ready, you can copy/paste within the respective sections of the online application

Resumé/Curriculum Vitae

- Will be uploaded electronically within the online application
- Include all previous employment and education

2 Reference Forms

- To be completed by supervisors or faculty (non-relatives)
- Sent electronically
 - Enter the name and contact information of the recommender
 - An email will be sent to the recommender with a link asking them to submit the online recommendation form
- Written recommendations are accepted in addition to the 2 completed reference forms

_____ Official Transcripts of all schools attended (do not include high school transcripts)

- All transcripts must be received – including any undergraduate and/or graduate coursework that did not culminate in a degree
- WesternU prefers to receive electronic transcripts. 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 Docufide, Parchment, E-Scrip, National Student Clearing House, KiteWorks, or Credential Solutions. 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/>)

Mailing address for transcripts:

Western University of Health Sciences
Admissions Operations (AO) Office – MSN/FNP Program
309 E. Second Street
Pomona, CA 91766-1854

Email address for transcripts:

AO@westernu.edu

Questions regarding the online application:

(909) 469-5335

E-mail: Admissions@westernu.edu