



College of Graduate Nursing
Master of Science Entry Level (MSN-E) Program
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 December 1st, in the past we have extended the deadline, this year there will be no extension. You are encouraged to apply early to avoid any possible delays.

_____ Online application

- o \$60 non-refundable application fee made payable via credit card at the time you submit your online application

_____ Essay Questions

- o Will be submitted electronically within the online application
- o 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
- o Once your questions are ready, you can copy/paste within the respective sections of the online application

_____ Résumé/Curriculum Vitae

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

_____ 2 Reference Forms

- o To be completed by supervisors or faculty (non-relatives)
- o 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
- o Written recommendations are accepted in addition to the 2 completed reference forms

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

- o All transcripts must be received – including any undergraduate and/or graduate coursework that did not culminate in a degree
- o 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
- o **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/>)

_____ **Prerequisite Worksheet**

- o Complete this form with the course name, institution, and grade received for all prerequisites
- o Do not leave any blanks
- o Do not write "see transcripts" otherwise your application will be considered incomplete

_____ **Repeated Courses Work Sheet**

- o List any courses you have repeated - do not include courses that are in progress

Mailing address for transcripts:

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

Questions regarding the online application

(909) 469-5335

E-mail: AO@westernu.edu