

PhD Admission Application Instructions

Applying for Admission

The UAB School of Nursing has partnered with [NursingCAS](#), The Centralized Application Service for Nursing Schools, to collect and manage applications to our PhD program. It is extremely important that you carefully read all directions below to ensure successful submission of your application. Successful application submission relies on applicants carefully completing all questions and compliance with the directions.

DISTANCE ACCESSIBILITY & YOUR STATE

The *Doctor of Philosophy in Nursing* (PhD) can be completed on-campus or in a distance-accessible format. Applicants who plan to complete any of our distance-accessible programs should become familiar with the regulations governing distance accessible programs in their state. Prospective students residing in states other than Alabama should contact their state's Board of Nursing and Department of Education for specific rules and regulations pertaining to completion of clinical learning experiences in that state when enrolled in a distance accessible program. The ability to conduct course work is only guaranteed for students in Alabama and in states with an established agreement.

To check on the status of your state, please [click here](#).

Please follow the instructions carefully.

******We recommend ordering all official collegiate transcripts as the first step in the process and have them sent directly to NursingCAS and then complete the required NursingCAS fields for submission of your application.******

Some sections of the NursingCAS application will be REQUIRED by UAB although they are marked "optional". Please review these instructions/checklist carefully for required PhD Program admission information and note that your application will not be considered until ALL sections listed are completed, submitted, and verified by NursingCAS and all required items are completed for the processing of your UAB PhD Program application. Missing information will delay or disqualify your application.

NursingCAS Application

- Submit an application to NursingCAS [here](#).
- Information on how to apply, please use the NursingCAS [instruction checklist here](#)
- Choose the following term designation
 - PhD Fall 2016 - NEW

Complete the [NursingCAS Application](#) and all of the following items

☐ Items to be mailed to NursingCAS

- Submit official transcripts- All official transcripts must be mailed from the issuing institution's registrar's office directly to NursingCAS. In order to expedite the processing be sure to include the [transcript request form](#). *Please send transcripts as early as soon as possible and no later than the admission deadline to ensure timely processing by NursingCAS to load your transcripts for the UAB School of Nursing to review.*

Mailing Address:
NursingCAS
Transcript Department
P.O. Box 9201
Watertown, MA 02471

If your transcript is sent to UAB you will be required to reorder your transcript to be sent directly to NursingCAS. UAB cannot forward your transcript as it will not be considered "official".

☐ Applicant Information Section (REQUIRED)

- Biographic Information
- Contact Information
- Citizenship Information
- Race and Ethnicity
- Other Information
- Social Security **(REQUIRED)**

The UAB School of Nursing collects the social security number (SSN) for a variety of legally mandated activities, including income tax reporting and administration of federally supported financial aid programs. The SSN is not used as the student's primary identification; however, students who do not provide this information at the point of application may experience a delay in financial aid processing, and *we will not be able to process your NursingCAS application without this information*. The UAB School of Nursing has adopted privacy policies and practices designed to protect student's personal information. Only information required to efficiently conduct our business and meet state and federal reporting requirements is collected.

☐ Academic History Section

- High Schools Attended
- Colleges Attended
- College Transcripts **(PLEASE ENTER ALL COLLEGES/UNIVERSITIES ATTENDED, EVEN IF FOR ONE SEMESTER)**
- Transcript Entry **(COURSEWORK ENTRY IS NOT REQUIRED FOR THIS PROGRAM)**

- **Tests (GRE is REQUIRED)**

In this section enter: If you have taken or plan to take the GRE.

- Official GRE Scores within the last 5 years with acceptable verbal, quantitative and writing scores are required for all applicants; (UAB code 1856)
- TOEFL (for international students only; UAB code 1856)

☐ **Supporting Materials Section**

- **References (REQUIRED)**

Three (3) letters of professional reference and reference forms attesting to the applicants capability for research and scholarship (suggestions include: healthcare supervisor or manager, faculty) and at least one reference MUST be from a doctoral prepared nurse.

- **Experience (REQUIRED)**

- Employment, Healthcare Work Experience and Community Enrichment
- Include the Organization, Supervisor, Dates and Details, this section is a very important part of your application that is required for consideration.
Please describe your health care setting, and patient population

- **Achievements (Highly Suggested)**

List any Awards and Honors you have received

- **Licensure and Certifications**

List all Licensure and Certifications

- Nursing License
- CPR Certification

*****Please upload copies of your nursing license and certifications as instructed below.**

☐ **Program Materials Section (REQUIRED)**

- **Documents Tab**

TIP: [Click here](#) to see submission instructions for the "Documents" section.

- **Curriculum Vitae (CV)/Resume:** Submit a current CV/Resume under the "Documents" tab
- **Two Personal Statements (2):** Upload personal statements to NursingCAS via the "Documents" tab in your chosen advanced specialty concentration portal. Specific instructions will be given under the "Documents" tab for required essay content and formatting (please answer all parts of the question)
- **Research/Publication:** At least one sample of independent written work (in English) that demonstrates the applicant's scholarship potential. Representative examples include a paper, proposal, report, or publication.
- **OTHER Documents (2): Licensure(s) and Documentation**
Please upload evidence of license as a (1) registered nurse, and (2) CPR certification, all documents must be notarized if you are not a licensed nurse in the state of Alabama.
These documents are REQUIRED and must be uploaded in NursingCAS.

- **Questions Tab**

All supplemental questions in this section are mandatory. Failure to answer all “required” questions may significantly delay the processing of your NursingCAS application.

***In this section you will be asked if you currently live in a Health Professional Shortage Area (HPSA), Medically Underserved Area/Population (MUA) and Rural Area.

Please use the following links to answer those questions.

HPSA/MUA: <http://datawarehouse.hrsa.gov/GeoAdvisor/ShortageDesignationAdvisor.aspx>

Rural: <http://datawarehouse.hrsa.gov/ruralAdvisor/ruralhealthadvisor.aspx?ruralByAddr=1>

International Applicants:

Along with the requirements listed above, international students will also have to:

- Prospective international students are asked to first contact the UAB International Recruitment and Student Services at iss@uab.edu, (205) 934-3328, FAX (205) 934-8664 to determine eligibility in order to submit an application into any UAB School of Nursing academic program. **Please note that we cannot ensure program eligibility unless you contact this office. NursingCAS will not issue a refund of the application fee(s) for ineligible students.**
- All foreign transcripts evaluated by the Educational Credential Evaluators, Inc. (www.ece.org) OR the World Education Services (www.wes.org), must be sent directly to NursingCAS. [Click here](#) for to see submission instructions.
- A degree equivalent to a bachelor’s degree from a regionally accredited educational institution in the United States
- A score of 500 or higher on the Test of English as a Foreign Language, TOEFL
- Standardized test score. A minimum score of 1000 on the verbal and quantitative sections of the Graduate Record Exam (GRE) or combined score of 297 on the New 2011 GRE.
- Possess a nursing license to practice nursing in the state where you plan to conduct your clinical practicum

**** IT IS THE APPLICANTS RESPONSIBILITY TO MONITOR THE STATUS OF THEIR APPLICATION ON A REGULAR BASIS. Please use the "Manage My Programs" section of the application to monitor the status of your application****

***An important note from NursingCAS**:**

Some email providers use filters to prevent users from receiving "Spam" (unsolicited, junk email). Email filters may interpret an email from NursingCAS or a nursing program as "Spam" and automatically delete a message to you. To avoid missing important NursingCAS emails, turn the "spam" or "junk" email filters off during the application cycle. If your email provider does not allow you to turn the filter off, you may have access to a "junk mail file" that archives all messages identified as sent to multiple addresses. Periodically check your spam/junk email file for NursingCAS or nursing program-related messages.

Who can I contact for help?

For questions regarding the NursingCAS application:

Contact NursingCAS support via phone at 617-612-2880 Monday – Thursday 9:00 AM – 7:00 PM Eastern Time and Friday 9:00 AM – 5:00 PM Eastern Time and via email at nursingcasinfo@nursingcas.org. Or post questions to NursingCAS by following their [Twitter](#) and/or [Facebook](#) accounts.

For questions regarding UAB PhD Program:

For additional information on the Nursing program, please contact:

Dr. Karen Heaton – for questions about the curriculum

PhD Program Director

kharnp@uab.edu

(205) 996-9467

OR

Ms. Jacqueline Lavier – for questions about the admission process

PhD Program Manager

jlavier@uab.edu

(205) 975-3115