Executive DNP Pathway (DNP)
Admission Application Checklist & Instructions

Applying for Admission

The UAB School of Nursing collects applications via the UAB Graduate School Application System called TargetX. Please carefully read all directions below to ensure a smooth and successful application process. Successful application submission relies on careful completion of all application questions, requirements, and compliance with the directions.

APPLICATION DEADLINE
Please see the below link for the most up to date application deadline information:

CLICK HERE: https://www.uab.edu/nursing/home/student-information/acad-prog/application-deadlines

Note: All application materials MUST be received by the published deadlines in order for the application to be considered.

DISTANCE ACCESSIBILITY & YOUR STATE

Applicants to 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.

Please review these instructions/checklist carefully for required Executive DNP Pathway (DNP) admission information and note that your application will not be considered until all required items are completed for the processing of your UAB DNP application. Missing information will delay or disqualify your application.

☐ TargetX Application
• Submit an application to the UAB Graduate School here.
• Please answer the questions as required:
  ▪ For which of the following are you applying? Doctoral Degree
  ▪ Intended program of study: Nursing Executive DNP Pathway
  ▪ Term: Choose a term of entry
Complete the TargetX Application and all of the following items

☐ Items to be mailed to the UAB School of Nursing

☐ Request one (1) official transcript from **EVERY college or university you ever attended** (even if no degree awarded) to be mailed or emailed by the issuing institution to the School of Nursing:

UAB School of Nursing  
DNP Applications  
NB 1002; 1720 2nd Avenue South  
Birmingham, AL 35294-1210

Electronic Transcripts can be emailed to: sontranscripts@uab.edu

(If presently enrolled in a MSN program or other graduate program, have a copy of the current transcript sent in time to be received by the deadline and a final transcript sent when final grades and degree are posted).

☐ Executive DNP Specific Supplemental Questions
  • List RN License information (if applicable)
  • Provide master’s degree information

☐ Licensure and Certifications
  Upload copies of all Licensure and Certifications
  • Nursing License
  • CPR certification

☐ Nursing Employment History
  • List all relevant employment

☐ Educational History
  • List **ALL** post-secondary colleges or universities that you have attended or are currently attending, beginning with the most recent.

☐ Personal Statement/Essays:
  • Upload a two personal statement/essays. Specific instructions are given under the “Supplemental Essay” section for required essay content and formatting (please answer all parts of the question)
  • Upload your best scholarly writing sample.

☐ Curriculum Vitae (CV)/Resume: Submit a current CV/Resume under the “Documents” section

☐ Recommendations: **Three (3) letters of professional reference and recommendation forms.** At least two of your recommendations should come from superiors, and attest to the scope of your current and past leadership positions, impact of leadership endeavors within and beyond clinical practice, and potential to succeed in doctoral education. Additionally, it is recommended that one recommendation be from a doctoral prepared faculty member.

☐ Submit/Application Fee: Submit application fee payment online through TargetX via credit card  
(Domestic applicants and green card holders fee is $50.00 and international applicant fee is $60.00)
International Applicants:

Along with the requirements listed above, requirements for prospective international students include:

- First contact the UAB International Admissions (email: IntlAdmin@uab.edu; phone: (205) 934-4686) to determine eligibility to study in the U.S. and/or submit an application for admission to any UAB School of Nursing academic program. Please note that we cannot ensure program eligibility unless you contact this office.
- Have 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 the UAB School of Nursing. (see above transcript instructions)
- Have a completed degree equivalent to a bachelor’s degree in nursing from a regionally accredited educational institution in the United States
- Demonstrate English language skills by a score of 500 or higher on the Test of English as a Foreign Language, TOEFL
- Standardized test score minimum combined of 297 on the (verbal and quantitative sections) Graduate Record Exam (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 “Application Dashboard” of the application to monitor the status of your application**

For questions regarding UAB Executive DNP Pathway:
Contact Ms. Jacqueline Lavier at jlavier@uab.edu or call (205) 975-7529.