UAB SCHOOL OF NURSING

Office of Student Success
1720 2nd Ave South; NB 1002
Birmingham, Alabama 35294-1210
p.205.975.7529; f.205.934.5490
www.uab.edu/son

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 Salesforce. 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/academics/doctoral/dnp/executive-dnp

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.*

Salesforce 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**
    - Intended program of study: **Nursing (DNP)**
    - Path: **Executive DNP Pathway (DNP)**
    - Format: **On-Line**
    - What is your concentration? **Nurse Executive**
    - Term: **Spring (Year applying for)**
    - **Start Application**

☐ **Biographical Information**

☐ **Citizenship/Residency**

☐ **Contact Information**

☐ **Enrollment History**
- List **ALL** post-secondary institution attended, including community colleges and high school dual-enrollment that you have attended or are currently attending, beginning with the most recent. (even if only attended for ONE semester).

Request Transcripts

Request one (1) official transcript from **every college or university you ever attended** (even if no degree awarded) to be sent to UAB Graduate Admissions. Depending on which transcript service the prior institution uses, applicants should use gradschool@uab.edu as the email address or select the University of Alabama at Birmingham, Graduate Admissions as the receiving university. Transcripts forwarded from a student's email account will not be considered official.

==**Electronic transcripts are preferred**==

==**The UAB School of Nursing does not accept unofficial transcripts for the application review process, and will only review official transcripts sent from the transcript service the Institution uses or directly from the Institution.**==

Paper transcripts bearing a university seal sent directly to the Graduate School from the issuing school's Registrar should be mailed here:

US Postal Service	**Shipping Companies**
UAB Graduate School	UAB Graduate School
LHL G03	LHL G03
1720 2nd Ave. S.	1700 University Blvd.
Birmingham, AL 35294-0013	Birmingham, AL 35294-0013

(If presently enrolled in courses, have a copy of the current transcript sent in time to be received by the deadline to the Graduate School (see above) and a final transcript sent directly to the School of Nursing (sonadmissions@uab.edu) when final grades and degree is posted).

Complete the Salesforce Application supplemental documentation/questions of the following items

Supplemental Documentation

☐ **Employment History**
- List all relevant employment

☐ **Supplemental Questions**
- **Verify your states distance eligibility**
- **Extra Questions**
- **RN License:** Enter your current licensure information
- **Student Characteristics**
-

☐ **Recommendations** Provide the name and email for each of your recommenders. Once you click save it will automatically notify the recommender of your request regardless of whether you submit your application. Recommenders should be able to attest to the applicant's potential for graduate study. Suggestions include: healthcare supervisor or manager, faculty (recommended within the last 3 years), and healthcare professionals (not peers or family).

- ☐ **Supplemental Uploads**
  - **Essay** Upload essay. Specific instructions are given under the "Supplemental Essay" section for required essay content and formatting (please answer all parts of the question)
  - **Post-Baccalaureate Clinical and Practice Hours Form** All MSN graduates are required to upload the Verification of Post-Baccalaureate Clinical and Practice Hours form. Click Here for the form. If you are currently in progress of completing your MSN it will be required prior to enrolling in the program.
  - **Endorsement Letter Upload** Specific instructions in application
  - **Nursing Certification** Upload Advanced Practice Certification
  - **Resume/CV**
  - **Proof of Enrollment:** If you are currently enrolled or plan to enroll in any course work please provide proof of enrollment and completion date.
  - **Writing Sample** Attach your best scholarly writing sample

- ☐ **Submit/Application Fee:** Submit application fee payment online through *Salesforce* 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 Graduate Admissions. **(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 BSN to DNP Pathway:
Contact Ms. Jacqueline Lavier at jlavier@uab.edu or call (205) 975-7529.