BSN to DNP Nurse Anesthesia
Admission Application Checklist & Instructions

The UAB School of Nursing has partnered with NursingCAS, the Centralized Application Service for Nursing Schools, to collect and manage applications to our BSN to DNP Nurse Anesthesia 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 careful completed of all questions and compliance with the directions.

Application Deadline’s and Notifications

May 1st: Admissions deadline
July: Interview – Decision notification two weeks after interview
May following year: Students begin course work in the summer semester

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.

***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 In order to expedite the processing be sure to visit http://www.nursingcas.org/application-instructions/transcript-processing.***

Some sections of the NursingCAS application will be REQUIRED by UAB although they are marked “optional”. Please review these instructions/checklist carefully for required Nurse Anesthesia BSN to DNP Pathway 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 BSN to DNP Pathway 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 Applicant Help Center here
  • Choose the following designations
    ▪ BSN to DNP Nurse Anesthesia
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 or sent electronically from the issuing institution’s registrar’s office directly to NursingCAS. In order to expedite the processing be sure to visit [http://www.nursingcas.org/application-instructions/transcript-processing](http://www.nursingcas.org/application-instructions/transcript-processing) for instructions on how to submit your transcripts. Please send transcripts as early as possible and no less than 4 weeks before the application deadline due to the time needed by NursingCAS to verify your application.

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)**

- Release Statement
- 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 (**ALL COLLEGE TRANSCRIPTS REQUIRED**)
- Transcript Entry (**ALL REQUIRED COURSE WORK ENTRY IS REQUIRED**)

☐ **Supporting Materials Section**

- Achievements (Highly Suggested)
  List any Awards and Honors you have received
- 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 setting, highlighting your acute care experiences, and patient population
• **Licensure and Certifications**
  List all Licensure and Certifications
  - Nursing License **(REQUIRED)**
  - Certifications (CCRN) – If a Certification is listed you are **REQUIRED** to upload a copy of your certification

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

☐ **Program Materials Section (REQUIRED)**
  *TIP: Click here to see submission instructions for the “Program Materials” section*

• **Documents Tab**
  - **Curriculum Vitae (CV)/Resume**: Submit a current CV/Resume under the “Documents” tab
  - **Personal Statement/Essay**: Upload a personal statement/essay 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)
  - **Licensure(s), Documentation and Certifications**
    Please upload evidence of license as a (1) registered nurse (license), and (2) Active ACLS/BLS/PALS certification (certificate), (3) **Optional**: Advanced Certifications (CCRN, TNCC, other). **Please note these documents are required and must be uploaded in NursingCAS.**

• **References (REQUIRED)**
  *Three letters of recommendation* from people with whom you have been in contact within the last five years. The three recommendations should be from a professional colleague, an Advanced Practice Professional (such as CRNA or MD) familiar with your work, and immediate supervisor who is responsible for evaluating your professional nursing practice

☐ **Prerequisites Tab**
  3-4 hours of Anatomy, Physiology, Microbiology, Chemistry, Statistics (including labs if applicable). Course details are listed in the prerequisite tab within the NursingCAS application.

• **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.

**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](http://www.ece.org)) OR the World Education Services ([www.wes.org](http://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 “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 DNP Program:**
For additional information on the Nursing program, please contact:

Dr. Susan McMullan – for questions about the curriculum
Program Director
(205) 975-0249

OR

Ms. Jacqueline Lavier – for questions about the admission process
DNP Program Manager
jlavier@uab.edu
(205) 975-3115.