Nursing Non-degree Subspecialty Course Series
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/academics/masters/post-msn-subspecialty-options

Note: All application materials MUST be received by the published deadlines above 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 Post - Masters Non-degree Advanced Study Option admission information and note that your application will not be considered until all required items are completed for the processing of your UAB 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? Non-Degree Seeking
  ▪ Intended program of study: Nursing Non-Degree Subspecialty Course Series
  ▪ Concentration: Please choose the concentration that you want to specialize.
    ➢ Emergency Nursing (Summer only)
    ➢ Nurse Educator (Summer & Fall)
    ➢ Registered Nurse First Assist (Fall only)
    ➢ Palliative Care Nursing (Fall only)
    ➢ Forensic Nursing (Fall only)
  ▪ Term: Summer or Fall 20XX
Complete the TargetX Application and all of the following items

- **Licensure and Certifications**
  - Upload copies of all Licensure and Certifications
  - Nursing License
  - CPR certification
  - Advanced Practice Certification
  - CNOR Certification (RNFA applicants; if applicable)

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

- **Enrollment History**
  - List ALL post-secondary colleges or universities that you have attended or are currently attending, beginning with the most recent. (even if only attended for ONE semester). Please list all enrollment history at the same time you order the transcripts.

- **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.

  **Please enter enrollment history at the same time you are ordering transcripts.**

  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**
  - UAB Graduate School
  - LHL G03
  - 1720 2nd Ave. S.
  - Birmingham, AL 35294-0013

  **Shipping Companies**
  - UAB Graduate School
  - LHL G03
  - 1700 University Blvd.
  - Birmingham, AL 35294-0013

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

- **Recommendations**: Three (3) letters of professional reference and recommendation forms attesting 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). **RNFA applicants** must have at least two of three required references from individuals attesting to your experience as an RN and your knowledge, judgement, and skills specific to perioperative patient care.

- **Personal Statement/Essay**: Upload a personal statement/essay. Specific instructions are given under the “Supplemental Essay” section for required essay content and formatting (please answer all parts of the question)

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

- **Submit / Application Fee**: Submit application and pay 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 applicant's responsibility to monitor the status of their application on a regular basis. Please use the “Application Dashboard” section of the application to monitor the status of your application**

For questions regarding UAB Post Masters Specialty Options:
Contact Ms. Charlene Bender at cbender@uab.edu or call (205) 975-7529.