

## Nursing Non-degree Certificate 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/post-graduate/certificates>

***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 Nursing Non-degree Certificate 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.***

#### 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? **Certificate**
    - Intended program of study:
      - Clinical Research Management (fall only)**
      - Nurse Executive Certificate (spring only)**
    - Path: **Non-Degree Nursing Subspecialty Course Series**
    - Format: **On-Ground**
    - What is your concentration? **No Concentration**
    - Term: **Choose a term of entry**
    - **Start Application**

☐ **Biographical Information**

☐ **Citizenship/Residency**

☐ **Contact Information**

☐ **Enrollment History**

- List ALL post-secondary institutions 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 and dual enrollment courses taken during high school) to be sent to UAB Graduate Admissions. Depending on which transcript service the prior institution uses, applicants should use [gradschool@uab.edu](mailto: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**

UAB Graduate School  
LHL G03  
1720 2<sup>nd</sup> Ave. S.  
Birmingham, AL 35294-0013

**Shipping Companies**

UAB Graduate School  
LHL G03  
1700 University Blvd.  
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](mailto: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
  - Additional Supervisor Information

☐ **Supplemental Questions**

- **Verify your states distance eligibility**
- **Extra Questions**
- **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. You cannot edit this section until you pay and submit your application. *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).

☐ **Supplemental Uploads**

- **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.
- **Essay**

**Please do not wait on transcripts or recommendations to be received to submit your 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](mailto: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 Graduate Admissions. (**see above transcript instructions**)
- 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 Nursing Non-Degree Certificate Options:**

Contact Ms. Jacque Lavier at [jlavier@uab.edu](mailto:jlavier@uab.edu) or call (205) 975-7529.