

## Nursing Non-degree Subspecialty Course Series Continuation Admission Application Checklist & Instructions

### Applying for Admission

Current student/graduate who needs to continue their subspecialty courses after graduating. If you are currently enrolled and about to graduate from your current pathway and they are 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/masters/post-msn-subspecialty-options>

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

Please follow the instructions carefully.

***Please review these instructions/checklist carefully for required Nursing Non-degree Subspecialty Course Series 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? **Non-Degree Seeking Student**
    - Intended program of study: **Non-Degree Nursing**
    - Path: **Non-Degree Nursing Subspecialty Course Series**
    - Format: **On-Ground**
    - What is your concentration? **Choose your concentration**
      - **Nurse Educator (Summer & Fall)**
      - **Registered Nurse First Assist (Fall only)**
      - **Palliative Care Nursing (Fall only)**
    - 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).
- Your recent/upcoming degree may not be posted and you may need to list Univ of Alabama at Birmingham with your future degree date.

**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**
- **Advance Practice License Certification (if received)**
- **CNOR Certification (RNFA applicants; if applicable)**
- **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. *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.

☐ **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**

**For questions regarding UAB Non-Degree Subspecialty Course Series Options:**

Contact Ms. Charlene Bender at [cbender@uab.edu](mailto:cbender@uab.edu) or call (205) 975-7529.