

## **Masters of Science in Nursing (MSN) 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 links for the most up to date application deadline information:

<https://www.uab.edu/nursing/home/academics/masters>

***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 Master of Science in Nursing (MSN) Pathway) admission information and note that your application will not be considered until all required items are completed for the processing of your UAB MSN application. Missing information will delay or disqualify your application.***

### **Salesforce Application**

- Submit an application to the UAB Graduate School [here](#).  
If you were a previous student or have a blazer id you will need to log in using your blazer-id and password.
  - Please answer the questions as required:
    - For which of the following are you applying? **Masters**
    - Intended program of study: **Nursing (MSN)**
    - Path: **Nursing (MSN) or ADN to MSN Pathway (MSN)**
    - Format: **On-Line**
    - What is your concentration? **Choose from Dropdown**
    - Term: **Choose a term of entry**
    - **Start Application**

☐ **Biographical Information**

☐ **Citizenship/Residency**

☐ **Contact Information**

☐ **Education 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](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:

<b>US Postal Service</b>	<b>Shipping Companies</b>
UAB Graduate School LHL G03 1720 2 <sup>nd</sup> Ave. S. Birmingham, AL 35294-0013	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

☐ **Supplemental Questions**

- **Alternative Concentration:** select up to one alternate concentration in the event that your original selection is not available  
**\*Please note that specific specialty tracks may only be available for application in a specific term.** Please click the links on Page 1 of these instructions to verify your tracks availability.
- **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. You cannot edit this section until after you pay and 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).
- ☐ **Graduate Test Score Waiver Information:** The GRE, or GMAT requirement is waived for students with a 3.2 or better GPA.

[Click here for more information on the Graduate Test waiver process.](#)

Approval for the GRE waiver does not imply or guarantee admission to the MSN degree options. When all of your transcripts are evaluated, if you do not meet the requirements, you will be notified that you need to take the GRE. Candidates not approved for the GRE waiver will be required to take the GRE before a final decision can be made on their application for master's study. The UAB School of Nursing must receive the official score by the posted admission deadline. Applicants for the GRE waiver must meet the same requirements for admission to the MSN degree options as all other applicants.

Submit official GRE, or GMAT test score – Below are Institution code for UAB:

**GRE – 1856 Department Code – 0610**

**GMAT – 1856**

A minimum of 480 on the GMAT, or 297 combined on the verbal and quantitative sections of the Graduate Record Examination (GRE)\*

- ☐ **Supplemental Uploads**
  - **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)
  - **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.
- ☐ **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](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)**
- 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 MSN Program:**

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