Advanced Practice Certificate
Application Materials Checklist

The Graduate and International Admissions Center (GIAC) process applications for graduate admission. To apply for graduate admission to the School of Nursing the admission application must be completed electronically at Apply Texas during the open application period of September 1 through November 1.

The following documents must be uploaded via the online My Status page by the APPLICATION DEADLINE of November 1:

- **Application**—GIAC process applications for graduate admissions. Applications are to be completed and paid at Apply Texas. For additional information on Graduate admissions, please visit the University of Texas at Austin Graduate School webpage.

- **Official Transcript(s)** from each four-year academic institution attended as well as transcripts for Associates Degree in Nursing (ADN), if applicable. All four-year institutions as well as institution of ADN, if applicable, must be entered on the application. Upload a copy of official transcripts that has been produces by the issuing institution within the past year; if admitted official, hard copy, transcripts are required.

- Current **Curriculum Vitae (CV)** indicating educational background, professional experience, volunteer experience and other relevant information (e.g. publications, scholarship and awards, professional organizations and community activities).

- **Statement of Purpose (SOP)** should be uploaded on the My Status page. DO NOT use the essay box on Apply Texas. The SOP must be double spaced, 1 inch margins, 12-point font and maximum length of two pages, addressing the following:
  - Discuss the development of your interest in continuing nursing graduate education.
  - Identify the application clinical specialty, describe the basis for this choice, and identify personal and professional goals.
  - Address reasons for wanting to become an advanced practice nurse.
  - Discuss any special circumstances that you believe require further clarification.

- **Three Recommendations**. Provide the name, position and email address for three (ONLY) recommenders on the application for admissions. Recommenders are sent an email with instructions on completing the recommendation form. *If more than three recommenders are received, the first three are reviewed and the remaining are deleted.*

- **International Applicants** must provide official report of Test of English as a Foreign Language (TOEFL).

For more information, contact Tracy Demchuk,
Assistant Director Graduate Academic Services, School of Nursing, at tdemchuk@mail.nur.utexas.edu.

APPLICATION DEADLINE: NOVEMBER 1