The University of Texas at Austin
School of Nursing

Advanced Practice Certificate Post-MSN
Application Materials Checklist

The Office of Graduate Admissions (OGA) processes applications for graduate admissions. To apply for graduate admission to the School of Nursing the admissions application must be completed electronically using the Graduate School Application for Admission during the open application period:

Acute Care PNP - *May 1 through September 1- Spring start*

AG CNS, FNP, Primary Care PNP, PMHNP – *Sept. 1 through Nov. 1 – Fall start*

The following documents must be uploaded via the online My Status page by the APPLICATION DEADLINE of Sept 1 for the AC PNP and Nov. 1 for the AG CNS, FNP, PC PNP, & PMHNP:

- ***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 produced 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).

- The ***Statement of Purpose (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. In addition, address why you want to become an advanced practice nurse.
  - Provide any information that you believe your application would be incomplete without and that sheds more light on your unique potential to succeed in a graduate nursing program and contribute to the University community and the nursing profession?
- ***Three Recommendations.*** Provide the name, position and email address for **only** three recommenders on the admissions application. Using our secure, personalized form, three (3) professional recommendations that attest to the applicant's academic ability, professional competency and personal character must be submitted electronically by each recommender. *Instructions are sent via email directly to recommenders*.
  - Written recommendations are not accepted.

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

For more information, contact Tracy Demchuk,

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