



The University of Texas at Austin School of Nursing

Teaching Nursing Certificate Application Materials Checklist

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

- **Fall start – application opens February 1st and closes June 15th.**
- **Spring start – application opens July 1st and closes Nov. 15th.**

The following documents must be sent or uploaded via the [Online MyStatus](#) page by the **APPLICATION DEADLINE**:

- 📎 **Applications** are completed using the [Graduate School Application for Admission](#). Application fee is paid via the [MyStatus](#) page.
- 📎 Official Transcript(s) from each university or college attended. The [MyStatus](#) page reveals the required transcripts. Upload a copy of official transcripts dated one year or less; if admitted official, hard copy, transcripts are required and the open transcript is acceptable.
- 📎 **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 CV must use a 12-point font and 1-inch margins.
- 📎 **Statement of Purpose (SOP)** should be uploaded on the Status Check page. The SOP must be double-spaced, with 1-inch margins, using a 12-point readable font. The maximum length is 2 pages, addressing the following:
 - Discuss the development of your interest in continuing nursing graduate education.
 - Address reasons for wanting to pursue nursing education.
 - Provide any information 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.
- 📎 **One Recommendation.** Provide the name, position, and email address for **one** recommender on the admissions application. Using an electronic secure, personalized form, the recommender will attest to the applicant's academic ability, professional competency, and personal character. *Instructions are sent via email directly to recommenders* after the application is paid and submitted.
 - Written recommendations are not accepted.

For more details on Graduate Admissions, please visit the [University of Texas at Austin Graduate School](#) webpage.

For more information, contact Tracy Demchuk, Ed.D. at tdemchuk@nursing.utexas.edu.