

MASTER OF SCIENCE APPLICATION INFORMATION

This document outlines essential information needed to complete the application process. Please follow the detailed instructions below and note the helpful tips. **Please note, the online UC Davis application does not include the critical information listed in this document.** It is essential that you use this document to guide you while completing your application.

The Betty Irene Moore School of Nursing at UC Davis application is available online through the Office of Graduate Studies through the online application at <http://gradstudies.ucdavis.edu/index.cfm>.

General deadline

Applications received by 11:59 p.m. (PST) Tuesday, January 15, 2015, will be considered for review and for admittance with acceptances announced by the end of March.

Space-Available deadline

The UC Davis Campus Space Available application deadline is 11:59 p.m. (PST) May 31, 2015, with acceptances announced mid-July. Please note that completed applications received between January 15 and May 31 will be reviewed on a space-available basis only. Once the cohorts are full, we will accept applications for the waitlist only.

A successful applicant will closely follow the guidelines below in order to prepare the application.

To apply to both the Master of Science and Doctor of Philosophy Nursing Science and Health-Care Leadership programs at the same time, complete one application prior to beginning another one. Further instructions are noted in the Graduate Studies Application Information tab in the online application.

There is a \$90 UC Davis graduate application fee (\$110 for international applicants) per application that can be paid online.

If you are re-applying, you must complete the entire process anew, including transcripts, letters of recommendation and the online application fees.

Note: your application will not be considered until it is completed and submitted in full.

BEFORE BEGINNING YOUR APPLICATION

1. Go to the online application as soon as possible to create a log-in name, familiarize yourself with what will be asked of you and start preparing certain requirements that take additional time, such as letters of recommendation and official transcripts. You will be able to save your progress and return to it later.
2. Request your official transcripts. This process can take up to 4-6 weeks. Applicants are required to submit an official, original transcript for each institution attended. Send transcript(s) directly to the Betty Irene Moore School of Nursing. The only hard copy portion of the online application is the official transcript. This process can take 4-6 weeks. Transcripts of all your undergraduate and previous graduate study must be sent via mail to the Betty Irene Moore School of Nursing.

*Mailing Address: Betty Irene Moore School of Nursing
Attn: Nursing Science and Health-Care Leadership Graduate Group
4610 X Street, # 4202A, Sacramento CA, 95817*

Once you submit your application, your transcripts will be scanned and uploaded into the online system. It takes approximately two weeks after the transcripts are received by the Betty Irene Moore School of Nursing. The online application system has space for only five listed transcripts. If you have more than five transcripts, please list the degree transcripts first in the online system and request the additional transcripts also be sent to the address above. Once your transcripts have been received and your entire application is complete, you will receive

confirmation in your online application account. Please do not contact the Betty Irene Moore School of Nursing directly to check the status of individual transcripts.

3. Contact your recommenders as soon as possible. Recommenders are required to submit letters of recommendation through an online system. Three recommenders are required. On the Recommendation page of the online application, you will be asked to list recommenders' first and last names and e-mail address. Recommenders will then receive an e-mail instructing them to log into Online Recommendations with a special user ID and password.

Give your recommenders as much advance notification as possible. The Betty Irene Moore School of Nursing at UC Davis is new; you should let your recommenders know the [school's vision and mission](#) so that they may prepare your recommendation accordingly. Also, let them know they will recommend you through an online system and to be on the lookout for this e-mail notification. Plan to follow-up with each recommender weekly to ensure the letters are completed and uploaded by the deadline. You can track letters of recommendation in your account in the online application system. Letters of recommendation must be submitted by (uploading a PDF, Word Document or pasting text) using the online recommendation service provided. Hard copy letters will not be accepted.

Letters of recommendation for the M.S. program should include at least one reference who can comment on your academic performance, one reference from a work or research supervisor, and a third reference that is either academic or professional. References should be current, from within the last two years. Letters of recommendation for the M.S. program should describe the applicant's strengths and potential, as well as major weaknesses, for completing the M.S. program and moving forward with a successful research career in nursing.

4. Prepare your C.V. as a PDF or Word Document. Include any leadership roles, professional activities, consultation work, research, teaching experiences and special achievements. Be sure to include any experiences working with underserved and underrepresented populations and/or diverse, aging and rural populations as related to the [Betty Irene Moore School of Nursing at UC Davis vision and mission](#). You will be asked to expand on many of these items in other sections of the application; thus, you can keep the resume information brief.

The School of Nursing is interested in knowing about a wide spectrum of relevant experience, both formal and informal. You should include the following:

- Examples of leadership, teaching (formal and informal), community service and volunteer work, special projects or consultations, and research involvement at any level
- Note independent decision-making skills and responsibilities
- Explain any breaks in employment or education
- Give more than position titles by providing specific responsibilities involved in experiences
- Any published work listed using American Psychological Association (A.P.A.) style - provide complete references, including publisher and date of publication
- Significant unpublished work (theses, papers presented at conferences, other professional writings)

Resume/C.V. tips:

- Be sure to proofread for errors, including your phone number and e-mail. Ask someone else to proofread your resume/C.V. to catch errors that you may have missed during your own review
- Your resume/C.V. should not exceed four pages
- Use your full name, address and phone number at the top of your first page. If your resume is longer than one page, make sure your name is at the top of any additional pages
- Always include dates of employment/activity for each position listed
- To ensure readability both electronically and printed, we recommend you use fonts that are easy to read (i.e. 10 pt. font or greater) and black

5. Make sure you have met the admission requirements.
 - Cumulative undergraduate G.P.A. of 3.0 or above
 - For international students: Refer to the [Office of Graduate Studies website](#) for specific scoring requirements for TOEFL scores for international students

6. You will be asked to share specific details for the following:
 - G.P.A. and graduation dates from undergraduate degree granting institutions
 - UC Davis student or employee I.D. number (if applicable)
 - Courses you have completed or will complete that are not on a transcript, including course, institution, grade, units, quarter/semester, term, and year
 - TOEFL scores, dates taken, ETS registration number (if applicable)
 - Publication, awards, honor societies, prizes, special distinctions
 - If you have had contact with a UC Davis faculty member regarding the Nursing Science and Health-Care Leadership Program, you will be asked to provide their name
7. During the application process, you will need to complete forms online as well as upload documents from your computer to the online application using a PDF reader, such as Adobe Acrobat Reader, as well as PDF-writing software.
8. As noted in the online application instructions below, the application process requires candidates to write several small essays. Applicants may write their essay answers in a separate text document in advance and then copy and paste into the appropriate fields of the online application once the application process opens. Please limit each response to the maximum number characters specified in the application. Consider saving these files for your own records. Please refer to the essay guidelines and note that these are not restated in detail in the online application system.

ONLINE APPLICATION

Go to the [Office of Graduate Studies website](#) to begin the application process by creating your login name. From the application home page you will be able to track the status of your application(s).

To supplement information in the online application, additional information requested by the Betty Irene Moore School of Nursing at UC Davis is noted below. This information does not appear in the UC Davis online application system:

Basic Information

In this section, you will list your basic personal information such as, name, citizenship status and email address.

Personal Information

List all additional personal information such as mailing address, and VISA information if applicable.

Plans for Graduate Study

Academic program: What program are you applying? Select Nursing Science and Health-Care Leadership M.S. from the drop down list. Then select M.S.- Leadership as your degree objective.

DO NOT select M.S. – Nurse Practitioner as your degree objective. This is a different degree that requires a supplemental application and the application period is currently closed.

U.S. Citizens and Permanent Residents

Military Service: Only answer this section if you have previously served in the military.

Special Programs: Select any programs you have participated in.

Research/Specialization Essay

This section will appear after you have indicated your degree objective.

Describe your area of specialization or research interest(s) (2,000 characters): This section is required. You must describe your primary research interest for this essay. Elaborate on what draws you to this topic and the importance of this area to you. You may focus on past experiences or new areas of interest. Please include why you are pursuing graduate study in Nursing Science and Health-Care Leadership.

Academic History

List all college level degree granting institutions you have attended or are currently attending. You must then provide an official transcript for each institution listed here.

Other Information

Website link: this section is not required for applicants to the Nursing Science and Health-Care Leadership programs.

Awards and Distinctions: list honor societies, prizes, special distinctions if applicable. Limit your response to 2,000 characters (including spaces).

Publications and Inventions: Please list any publications in American Psychological Association (A.P.A.) format. List any prizes including scholarships and academic awards as well as membership in honor societies and professional organizations. Limit your response to 2,000 characters (including spaces).

Faculty Contact information: List any faculty members at UC Davis with whom you have had contact regarding the Nursing Science and Health-Care Leadership program. Limit your response to 1,000 characters (including spaces).

Pending and Future Courses: List all courses you have completed or will complete that are not on a transcript.

Test Scores

International applicants are required to submit TOFEL scores as part of the application process. To report your TOFEL scores you must submit your ETS Registration number and the UC Davis institution code: 4834. For more details about the TOFEL exam and score reporting requirements refer to the [Office of Graduate Studies website](#).

Domestic students are not required to submit any test scores as part of the admissions process for the Nursing Science and Health-Care Leadership graduate programs.

Statement of Purpose:

This section requires applicants to complete two essays. The online application provides basic essay prompts, but the Nursing Science and Health-Care Leadership applicants must also address the nursing specific information in the essay response.

Statement of purpose (4,000 characters):

Please describe your motivation, academic preparation and aptitude for graduate study at UC Davis. You should describe your academic plans and research interests, your specialization within your academic field, your research experiences and your career goals. You may consider how your past experiences and the opportunities you recognize at UC Davis (i.e. specific faculty and resources) will converge in the work you anticipate doing for the degree.

School of Nursing additional item to address in your response:

Relate your academic plans, and research, interests to the mission of the Betty Irene Moore School of Nursing at UC Davis (found at <http://nursing.ucdavis.edu>). Why would you be a good fit with the mission of the school?

Personal History (4,000 characters):

In an essay, discuss how your personal background informs your decision to pursue a graduate degree. Please include any educational, familial, cultural, economic, or social experiences, challenges, community service, outreach activities or opportunities relevant to your academic journey; how your life experiences contribute to the social, intellectual, or cultural diversity within your chosen field; and/or how you might serve educationally underrepresented segments of society with your degree.

School of Nursing additional item to address in your response:

Describe those things about yourself that have prepared you for success in graduate school and as a future leader in nursing and health care.

Future Interests of Goals:

The online application provides a basic essay prompt but applicants applying to the Nursing Science and Health-Care Leadership graduate programs must address the following essay question:

Future goals (2,000 characters)

Relate your future goals to the vision, mission, and core values of the Betty Irene Moore School of Nursing at UC Davis (found at <http://nursing.ucdavis.edu>). Please discuss how this Ph.D.'s Degree program in Nursing Science and Health-Care Leadership will support you in achieving your goals.

CV/Resume

Upload your CV/Resume as a required component of the application.

Applicant Fellowship and School of Nursing Scholarships

There are two funding opportunities available for applicants: Applicant Fellowships and School of Nursing Scholarships. Applicants to the Nursing Science and Health-Care Leadership graduate programs are welcome to apply for both options.

The Office of Graduate Studies Applicant Fellowships are available to all UC Davis graduate program applicants. You are not required to complete a fellowship application.

School of Nursing scholarships are available to Nursing Science and Health-Care Leadership graduate programs only. You are strongly encouraged to apply for these scholarship opportunities.

Recommendations

Three letters of recommendation are required as part of your application.

Check Your Application

The *Check Your Application* is a tool to ensure you have not missed submitting important information that could delay your application screening.

When you are ready to submit an application, select the Submit Application button at the bottom of any application page. Your application will not be submitted until you do so.

NEXT STEPS

Print a final copy of the application for admission to Graduate Studies for your own records.

You may log onto the application website to track the status of your application. Reviewing your application status regularly is strongly encouraged. You are responsible for ensuring all application materials are submitted before the final deadline. Please do not contact the School of Nursing to check on your application's status. Instead, check the application website for status updates.

Once a decision has been made on your application, you will receive notification of recommendation for admissions from the Betty Irene Moore School of Nursing at UC Davis, Nursing Science and Health-Care Leadership Graduate Group. You will also receive formal e-mail notification from the Office of Graduate Studies and be provided instructions on how to access that decision.

Thank you for your interest in the Betty Irene Moore School of Nursing at UC Davis Nursing Science and Health-Care Leadership Master's Degree program.