

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 Embark application at <http://gradstudies.ucdavis.edu>. Classes begin September 2011.

Priority deadline

Applications received by 11:59 p.m. (PDT) Saturday, January 15, 2011, will be considered for priority review and consideration for admittance with priority acceptances announced in March.

Final deadline

The final UC Davis Campus application deadline is 11:59 p.m. (PDT) May 31, 2011, 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. Take a few moments to go online to become familiar with the application process and the [Office of Graduate Studies' Frequently Asked Questions](#) (FAQ) document.

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 Step 1 of the online application.

There is a \$70 UC Davis graduate application fee (\$90 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**

Please be sure to check the status of your transcripts in your account in the online Embark application system. Your transcripts will be scanned and uploaded into the online system approximately two weeks after they are received by the Betty Irene Moore School of Nursing. Please do not contact the Betty Irene Moore School of Nursing directly to check the status of transcripts.

The online application system has space for only four listed transcripts. If you have more than four transcripts, please list the degree transcripts first in the online system and request the additional transcripts also be sent to the address above.

3. Contact your recommenders as soon as possible. Recommenders are required to submit letters of recommendation through an online system. Three recommenders are required. In Step 4 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 from the dean of Graduate Studies.

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 Embark 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.

4. Prepare your resume or 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.

Master's degree applicants must have an active registered nurse license. Your R.N. status is a requirement for admissions. Please provide this information on your resume or C.V.

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

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
 - **Master's degree applicants must have an active registered nurse license**
 - 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 1, 2 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 2,000 characters including spaces, unless otherwise noted. Consider saving these files for your own records. Please refer to the essay guidelines below and note that these guidelines are not restated in detail in the online application system.

ONLINE APPLICATION

Click here to create your login name and start your application:

http://gradstudies.ucdavis.edu/prospective/admissions_application.html

The home page provides a comprehensive To Do List and also tracks your application(s).

Once you are logged in, you will be asked preliminary questions and directed through the first part of a two-part application process. Preliminary question section: **select the Nursing Science and Health-Care Leadership M.S.** program from the drop-down menu.

The online application has a program to take you page by page through the 10 steps of Part I (the main application). The first part of the application is essentially Steps 1- 3 of the navigation bar in the upper-left corner. The second part of the navigation is Steps 4-7 in the upper-left corner navigation bar.

As you move through the 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 Embark application system:

Step 2 Page 4

Publications/awards (2,000 characters)

In this section, you will be asked to list publications. Please list any publications using 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.

Step 2 Page 5

Describe research interest (2,000 characters)

Focus on your primary research interest for the essay. Elaborate on what draws you to this topic and the importance of this area to you. For example, if you have research interests in public health, what are your past experiences in the field? Do not feel constrained to limit your interests only to your past experiences; if you are just beginning to explore research interests, please include them.

Step 2 Page 6

Statement of purpose (4,000 characters)

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 statement (4,000 characters)

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

Step 2 Page 7

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 Master's Degree program in Nursing Science and Health-Care Leadership will support you in achieving your goals.

Step 5

Application Inspector 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, be sure to go to Step 7 to provide your electronic signature and click "Confirm Signature." Your application(s) 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 Embark 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 of Science Degree program.