

## MSN Admission Steps

Enrolling in the program is easy. Simply follow the steps below and let your program representative be your guide.

1. Complete the attached application.
2. Send a transcript release form to the school or schools from which you earned your Bachelor of Science in Nursing (BSN). Request that your official transcripts be submitted to Jacksonville University, c/o the University Alliance Online. You must have earned your BSN from a CCNE or NLNAC accredited nursing program.
3. Submit a photocopy of your active U.S. RN license (front and back). Alternately, you may submit a page printed from your state's board of nursing website verifying the status and expiration date of your license number.
4. Submit a photocopy of your government-issued photo identification (passport, military ID, driver's license, identification card, etc.). Please make sure your picture can be seen on the photocopy.
5. If your overall undergraduate GPA is below a 3.0 on a 4.0 scale, you must take the GRE. Submit an official copy of your GRE scores reflecting a total score of 900 or more on the combined verbal and quantitative sections of the GRE.
6. Submit two professional and one personal completed recommendations using the enclosed form.
7. Submit the MSN essay using the enclosed instructions.
8. Submit a current resume. There are no formatting restrictions.
9. You have several options for submitting the application components:
  - a. Fax all the above mentioned components to 800-497-3397. Be sure to include your credit card information (where noted on the application) for the non-refundable \$35 application fee. Please note that faxing the copy of your photo ID may result in a non-verifiable photo. You may then be asked to mail a copy of your photo ID.
  - b. Mail all components to the address below. Be sure to include your credit card information (where noted on the application) for the non-refundable \$35 application fee.

Jacksonville University  
c/o University Alliance Online  
9417 Princess Palm Avenue  
Tampa, FL 33619-8313
  - c. Email your components to your University Alliance program representative.
10. International students: See "Admission Steps for Applicants With an International Background."
11. Congratulate yourself for completing the first step in your educational journey! Throughout the acceptance process, do not hesitate to contact your University Alliance program representative toll-free at 866-768-6276 or 813-612-5302.

## Jacksonville University School of Nursing Alumni

This is a great time to be a JU graduate! Your application fee is waived, so you do not need to complete the credit card section of the application. Also, you do not need to request your official transcripts, as JU already has them. Ask your program representative about the tuition discount for your first session!

## MSN Background Information

### Select Your Program of Interest

MSN: NURSING EDUCATION

MSN: NURSING ADMINISTRATION

### General

FIRST NAME

MIDDLE NAME

LAST NAME

PRIOR NAME

SOCIAL SECURITY NUMBER

SEX  MALE  FEMALE

### Location

ADDRESS

CITY

STATE ZIP CODE

TELEPHONE

FACSIMILE

EMAIL ADDRESS

### Work

EMPLOYER

JOB TITLE

WORK ADDRESS

CITY

STATE ZIP CODE

TELEPHONE

### Background

DATE OF BIRTH

PLACE OF BIRTH

CITIZENSHIP (COUNTRY)

IS ENGLISH YOUR FIRST LANGUAGE?  YES  NO

DO YOU HAVE A CURRENT U.S. VISA?  YES  NO

IF YES, WHAT TYPE OF VISA?

VISA NUMBER

DATE ISSUED EXPIRATION DATE

U.S. ADDRESS (IF APPLICABLE)

### Emergency Contact

NAME

ADDRESS

CITY

STATE ZIP CODE

TELEPHONE

### Jacksonville

HAVE YOU PREVIOUSLY APPLIED TO JU?  YES  NO

IF SO, WHEN?

HAVE YOU PREVIOUSLY ATTENDED JU?  YES  NO

IF SO, WHEN?

ARE YOU CURRENTLY ENROLLED AT JU?  YES  NO

ANTICIPATED START DATE

WHAT ATTRACTED YOU TO JACKSONVILLE UNIVERSITY?

REPUTATION

ADVERTISING

SPEED OF COMPLETION

ONLINE CLASSROOM

ALUMNI

FACULTY

OTHER:

### BSN Schools Attended

List Schools Attended While Earning Your BSN	Years Attended (Give Dates)	Graduation Date	Degree	Program/Major	GPA

Official transcripts are required from all schools listed above.

### Jobs Held

Organization/Company	Job Title	Dates Employed (From/To)

Jacksonville University is an affirmative action/equal opportunity employment institution.

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TOEFL TEST SCORE (INTERNATIONAL STUDENTS ONLY)

DATES

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Applicants for whom English is not the primary language of their home country must take the Test of English as a Foreign Language (TOEFL). They must score either 540 on the paper-based exam, 207 on the computer-based exam or 76 on the Internet-based exam.

You must request that ETS send your official score reports to Jacksonville University c/o University Alliance Online unless the TOEFL has been waived (code 5331).

## Application Checklist

- Completed application
  - Official transcripts from BSN program
  - Copy of your RN license (front and back) or printout from your state's board of nursing website.
- Also complete:

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U.S. RN LICENSE NUMBER	STATE	EXPIRATION DATE
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- Copy of government-issued photo identification (passport, military ID, driver's license, ID card, etc.)
- Three letters of recommendation, essay and resume
- Non-refundable \$35.00 application fee. To charge the fee, please complete:

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CREDIT CARD TYPE	<input type="checkbox"/> VISA	<input type="checkbox"/> MASTERCARD	<input type="checkbox"/> AMERICAN EXPRESS	<input type="checkbox"/> DISCOVER
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ACCOUNT NUMBER	EXPIRATION DATE
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The enrollment process is designed to focus on your needs. Your University Alliance program representative is available to answer questions about application and enrollment toll-free at 866-768-6276. For questions about academics, your progression plan, transfer credits and graduation, call your Jacksonville University academic advisor at 904-256-7839. If you applied to the university over a year ago and never took a class, your application has been purged. Please submit a new application.

Thank you for applying to Jacksonville University's MSN program. You have just taken the first step in a journey that will culminate with crossing the platform at commencement, degree in hand.

**I certify that all of the above information is correct to the best of my knowledge. If accepted as a Jacksonville University student, I will abide by all rules, regulations, practices and policies of Jacksonville University.**

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SIGNATURE	DATE
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The optional information requested below is provided to federal authorities and other agencies that collect data on equal opportunity for education or employment reporting. This institution does not discriminate with regard to race, color, religion or national origin. Please check the appropriate boxes:

**RACE:**

- WHITE NON-HISPANIC ORIGIN
- BLACK NON-HISPANIC ORIGIN
- HISPANIC
- ASIAN OR PACIFIC ISLANDER
- AMERICAN INDIAN OR ALASKA NATIVE

**MARITAL STATUS:**

- MARRIED
- SINGLE
- DIVORCED
- WIDOWED

**RELIGIOUS PREFERENCE:**

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## Recommendation Form (Three Pages)

APPLICANT'S NAME (PRINT LAST, FIRST & MIDDLE):

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### Note to the applicant:

Two professional and one personal references are required. Family members are not acceptable references. Please enter your name above prior to distributing this form to each of your references. Make copies as needed.

REFERENCE TYPE:  PROFESSIONAL  PERSONAL

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## Waiver of Right to Access Educational Records

I waive my right to access under Public Law 93-380 (Family Educational Rights and Privacy Act) to inspect this confidential recommendation when it becomes part of my academic file at Jacksonville University's School of Nursing. I understand I am not obligated to sign this waiver.

APPLICANT'S SIGNATURE:

DATE:

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PLEASE COMPLETE THE FOLLOWING FORM AND FAX TO 800-497-3397 OR MAIL TO:

Jacksonville University  
c/o University Alliance Online  
9417 Princess Palm Avenue  
Tampa, FL 33619-8313

### Note to the person (non-family member) completing this recommendation:

The person whose name appears above is applying for admission to Jacksonville University's online Master of Science in Nursing (MSN) degree program. The purpose of the School of Nursing is to prepare graduates who can function as professional nurses in a variety of settings. It will be of assistance to the Admissions Committee if you would give us your assessment of the applicant. The questions posed below suggest the kind of information that will be used by the Admissions Committee. This form is provided for your convenience and we welcome your comments in whatever format you think is suitable. If the applicant has waived the right to access educational records by signing the statement above, your comments will be held strictly confidential. The School of Nursing can only accept a limited number of students into each session. We appreciate your assistance as we attempt to select those candidates who can assure we can fulfill the purpose of the School of Nursing.

## Applicant Information

YOUR RELATIONSHIP TO APPLICANT (E.G., SUPERVISOR, PRINCIPAL, COLLEAGUE):

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HOW MANY YEARS OR MONTHS HAVE YOU KNOWN THE APPLICANT?

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## Recommender Information

RECOMMENDER'S NAME (PRINT): \_\_\_\_\_ TITLE/POSITION: \_\_\_\_\_

ORGANIZATION: \_\_\_\_\_ WORK TELEPHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

MAY WE CONTACT YOU REGARDING THIS APPLICANT? \_\_\_\_\_

## Recommendation

Please give an appraisal of the applicant in terms of the qualities below by checking the appropriate box:

	Superior	Excellent	Good	Fair	Poor	Unable to Rate
<b>COOPERATIVENESS</b> Ability to work with others and to adjust to other people.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>RELIABILITY</b> A faithfulness in duties, personal integrity and a sense of responsibility.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>LEADERSHIP</b> Initiative and ability to obtain cooperation from others in achieving a goal.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>INDUSTRY</b> Application of effort to a task and capacity to sustain effort.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>PERSONAL APPEARANCE</b> Dress, cleanliness and bearing.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>SCHOLARSHIP</b> Mastery of essentials in academic and professional subjects.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>INTELLIGENCE</b> Judgment, originality and the ability to think critically.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>ORAL COMMUNICATION SKILLS</b> Effectiveness and fluency in speaking English.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>WRITTEN COMMUNICATION SKILLS</b> Effectiveness and fluency in writing English.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

What are the applicant's outstanding talents or strengths?

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What are the applicant's liabilities or weaknesses?

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How do you think the applicant will perform in an environment that stresses the ability to:

MAKE DECISIONS?

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COMMUNICATE WITH PEOPLE?

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ACCEPT RESPONSIBILITY FOR ONE'S OWN ACTIONS?

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Please provide any additional statements about the applicant that you believe would be helpful to the Admission Committee in considering this candidate's application to the School of Nursing.

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RECOMMENDER'S SIGNATURE:

DATE:

### Official Transcript Release Authorization

Applicant, complete this form and send to the colleges or universities you attended. Most colleges/universities charge for transcripts. Include their fee so that your request will be processed in a timely manner.

To: Office of Registrar

COLLEGE/UNIVERSITY

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I give you the authority to release my official college transcript to:

Jacksonville University  
c/o University Alliance Online  
9417 Princess Palm Avenue  
Tampa, FL 33619-8313

Information as listed in school files:  
(Please type/print all answers except for signature)

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NAME	DATE OF BIRTH	
ADDRESS		
CITY	STATE	ZIP CODE
TELEPHONE	SOCIAL SECURITY OR STUDENT NUMBER	
DEGREE	LAST TERM ENROLLED	
STUDENT SIGNATURE	DATE	

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## Admission Steps for Applicants With an International Background

If you are an international student, please review and complete these application steps, which differ from the domestic application process.

1. Submit an original NACES-approved credential evaluation of your nursing degree to be considered for full admission.
2. Submit copies of your foreign school transcripts.
3. Take the TOEFL if English was not the primary language taught in your home country.

## Obtaining a Credential Evaluation

If you are an international student who has earned college or university credit outside of the United States, you need to have your non-United States transcripts evaluated by a credential evaluation service that is approved by the National Association of Credential Evaluation Services (NACES). To view a list of NACES-approved credential services, go to [www.NACES.org](http://www.NACES.org). The evaluation of your credits is an important step in the application process for admittance to Jacksonville University. One such evaluation service is World Education Services.

World Education Services  
Bowling Green Station  
P.O. Box 5087  
New York, NY 10274-5087

Phone: +212 966-6311  
FAX: +212 739-6100  
Email: [info@wes.org](mailto:info@wes.org)  
Web: [www.wes.org](http://www.wes.org)

The credential evaluation service is to send Jacksonville University the evaluation results directly. Jacksonville University cannot accept a copy from you.

All documentation is to be mailed to:

Jacksonville University  
c/o University Alliance Online  
9417 Princess Palm Avenue  
Tampa, FL 33619-8313

If you have further questions, please contact a program representative at:

Phone: +813 612-5302  
Fax: +813 622-9378

Email: [info@jacksonvilleu.com](mailto:info@jacksonvilleu.com)

## MSN Essay Instructions

All applicants to the Jacksonville University School of Nursing MSN program are required as part of the admissions process to write a 1-2 page, double-spaced essay.

Your essay should follow a continuous paragraph format. Bullets should not be used. Your essay is a critical requirement of the admissions process and is used to determine if you can properly express your viewpoints.

### Points to Cover

1. Use your essay to explain your reasons for pursuing an advanced degree and your professional goals.
2. Content may include:
  - a. Where do you see yourself in five/ten years?
  - b. How will the completion of your MSN in nursing education or nursing administration help you achieve your professional goals?

### Tips:

- Please put time and effort into writing your essay. Start writing as soon as you order your official transcripts.
- The essay is an important part of your completed application so don't delay in writing it. Your application will not be submitted to the Application Committee without it.
- Spelling and grammar are critical. For extra help in this area, use the Internet to review sites devoted to essay writing.
- Think through what you are going to write, make notes and even create an outline.
- Answer the questions directly, do not wander off the subject.
- When you finish writing, put your essay aside for a day. Then go back and make necessary changes.

## Computer Requirements

A computer, modem and Internet access are required for entry into the program. Microsoft Office is the standard software used and may be required for some courses. Here are the minimum and recommended equipment specifications:

Minimum Hardware Requirements	
Computer and Processor	500 MHz Intel Pentium CPU
Memory	64 MB RAM
Hard Disk	250 MB free space
Drive	32x CD-ROM
Display	800 x 600 256 colors
Audio	16-bit sound card Speakers or headphones Microphone (Notre Dame and Villanova only)
Operating System	Microsoft Windows 2000 Microsoft Windows XP
Internet Connection	56K modem
Recommended Hardware Configuration	
Computer and Processor	Intel Pentium III CPU
Memory	256 MB RAM
Hard Disk	500 MB free space
Drive	32x CD-ROM
Display	1024 x 768 32-bit color
Audio	16-bit sound card Speaker or headphones Microphone (Notre Dame and Villanova only)
Operating System	Microsoft Windows 2000 Microsoft Windows XP
Internet Connection	Broadband or high-speed
Software Requirements	
Adobe Reader 6.0 (for Windows 2000 SP1 or 2000) or 7.0 (for Windows XP SP2 or 2000 SP4)	
Apple QuickTime 7.1	
Macromedia Flash Player 8	
Microsoft Internet Explorer 6 Service Pack 1	
Sun Java Runtime Environment 5.0 Update 7	
WinZip 10.0	