



APPLICATION INSTRUCTIONS

Masters & Post-Master's Programs

Applications may be submitted on-line or via mail. If you complete the paper-based application, please mail the application and all supporting documentation, including sealed, official transcripts, letters of recommendation, and resume to the Office of Graduate Admissions.

***Incomplete application packets cannot be processed.**

Office of Graduate Admissions
University of San Diego
5998 Alcala Park
San Diego, CA 92110-2492

***Please keep a copy of all documents submitted for admission. All admission materials submitted are nonreturnable.**

Application Deadlines

To ensure that the application is complete in time for review by the Admissions Committee, it is **strongly** recommended that applicants observe the following deadlines. **Contact the School of Nursing (619.260.4548) to verify application deadlines.**

- Fall Semester Entrance: *March 1 Priority Deadline*
- Spring Semester Entrance: *November 1 Priority Deadline*
(Some MSN specialties do not accept Spring applications. Please check the School of Nursing Web Site for specific information.
<http://www.sandiego.edu/academics/nursing>)

Financial Aid

The USD Office of Financial Aid has a priority deadline of **March 1** for RN-MSN applicants and **April 1** for MSN and Post-MSN applicants who intend to start their academic program in the Fall or Spring Semester. Do not wait to be accepted before applying for financial aid. Apply for admission and financial aid concurrently.

Application Instructions

Please use the following list to check each required item as it is completed. Answer all questions, including those which call for a "yes" or "no" response.

- College/University Transcripts
Applicants must submit **one official sealed transcript** from each college/university attended. This includes transcripts from junior/community colleges, transfer units from study abroad programs, summer courses and/or graduate work. **Individual transcripts must be obtained from each college attended.** USD graduates must submit official transcript(s) from the Office of the Registrar.
- Letters of Recommendation
Applicants should submit three letters of recommendation. Recommendations are intended to provide a professional evaluation of an applicant's potential academic success in graduate school, and therefore letters of recommendation should be requested from **either professors or employers.** Do not submit personal recommendations.
- Application Fee
An application fee of \$45.00 must accompany the graduate application. This is paid on-line.
- Resume
A resume describing the nature, scope and areas of responsibility of all work experience is required.
- Interview
Qualified Applicants will be contacted to set up the interview component of their application.

ADDITIONAL REQUIREMENTS FOR INTERNATIONAL APPLICANTS

International applicants are advised to submit complete application materials three to four months prior to the application deadline dates due to mailing delays in many countries. The \$45.00 non-refundable application fee is required. Please be consistent in your name on all documents.

Financial Verification

International applicants are required to complete the Declaration of Finances and the Certification of Finances forms to certify that they possess sufficient funds to cover all fees, transportation and living expenses. Please contact the Office of Graduate Admissions for these forms (619.260.4524).

Foreign Academic Records

Official records from foreign institutions must be sent directly to the Office of Graduate Admissions. All applicants are required to submit official records from each academic institution attended after secondary school. Official records are original documents issued by the institution which bear the actual signature of the registrar and the seal of the issuing academic institution. True copies or photocopies will be accepted only if the photocopies themselves have been personally signed by an academic or public official who has certified that they are exact copies of the original documents. Each certified copy must also bear the seal and title of the authorizing official. In addition, all documents must be in sealed envelopes.

Unless academic records and diplomas are issued in English by the institution, the official records in their original language must be submitted with an authorized, complete, and exact English translation. All official academic records, must show the dates of your enrollment; all subjects or courses; units, credits, or hours; and grades in each subject. If rank is determined by the results of comprehensive examinations, records should show the examination date and your scores, rank, class and division. All records must include a complete description of institutional grading scales or other standards of evaluation with maximum grades and minimum marks indicated. You must also submit official evidence of the conferral of all degrees, diplomas, or professional titles and the date of the formal conferral (month and year). These certificates should indicate the exact name of the degree, diploma or title as it is known in the country of origin and not in American terms. If you are applying prior to the end of your final year of study, send a supplementary record showing completion of all remaining course work and evidence of the award of the degree as soon as it available.

All applicants who received their Bachelor of Science in Nursing Degree from a non-U.S. educational institution are required to have a Detail Report evaluation of transcripts. **The School of Nursing requires applicants submit a Course-by-Course report from the World Education Services, (<http://www.wes.org>)**

Test of English as a Foreign Language

All applicants must be proficient in the English language. The Test of English as a Foreign Language (TOEFL) is mandatory of all applicants except those who are from English speaking countries. The University of San Diego's minimum scores are **237** on the computer-based, **580** on the paper-based, or **83** on the internet-based test.

POLICY OF NON-DISCRIMINATION

Policy of Non-Discrimination: The University prohibits discrimination against current or prospective students and employees on the basis of race, color, sex, religion, national origin, age, disability, sexual orientation, or any legally protected characteristic. The University does not by this non-discrimination statement disclaim any right it might otherwise have to maintain its commitment to its Catholic identity or the doctrines of the Catholic Church.