College of Graduate Nursing Application Checklist

Welcome to the ENP application process! We're excited to help you succeed. Use this checklist to stay organized, meet all requirements, and ensure your materials are received by the deadline.

A. Online Application

- ☑ Complete and submit the online ENP application by the deadline.
- ☑ Pay the $60 non-refundable application fee via credit card at time of submission. (Application fees are currently waived)
- ☑ Confirm that all materials are received by the deadline.
- ☑ You will receive an acknowledgment email upon submission (this does not confirm completion).
- ☑ It is your responsibility to ensure all required materials arrive before the deadline.

B. Essay Questions

- ☑ Complete all required essay questions within the online application.
  ☑ Draft responses in Word, proofread carefully, then copy/paste into the application.

C. Curriculum Vitae

- ☑ Copy/paste within online application.
- ☑ Include all previous employment and educational history.

D. References

- ☑ Submit one electronic reference form from faculty/employer within past two years. (non-relatives).
  Reference forms are waived for CGN alumni.

E. Personal Statement

- ☑ Include your personal statement within the online application.

F. Official Transcripts

- ☑ From the institution that awarded the graduate degree n nursing (MSN or DNP) from an accredited nursing program.
- ☑ From the institution that awarded the Family Nurse Practitioner (FNP) certification.
- ☑ WesternU prefers electronic delivery through Parchment or National Student Clearinghouse.
- ☑ Send transcripts directly from your institution using the correct WesternU receiver account.

G. Evaluation of Foreign Coursework

- ☑ If you have foreign coursework, submit transcript evaluations from World Education Services (WES) or Josef Silny & Associates.
- ☑ Evaluations must be course by course with GPA calculated
- ☑ Evaluations must be received in sealed envelopes by the application deadline.

H. RN License Verification

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