



College of Graduate Nursing- Application Checklist

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

Application Materials Needed

_____ Online Application

- Complete and submit the MSN-PMHNP online application by May 1.
- Pay the \$60 non-refundable application fee via credit card at submission. (Application fees are currently waived)

_____ Essay Questions

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

_____ Curriculum Vitae

- Upload electronically within the online application.
- Include all previous employment and educational history.

_____ References

- Submit two electronic reference forms from faculty or supervisors(non-relatives).
 - Enter name and contact information of the recommender
 - An email will be sent to the recommender with a link asking them to submit the online recommendation form
- References are waived for CGN Alumni of WesternU.

_____ Official Transcripts

- Submit official transcripts from all colleges/universities attended
- Electronica transcripts must be sent directly from the institution to AO@westernu.edu .
- International coursework requires evaluation by one of the following:
 - Josef Silny & Associates (<http://www.jsilny.com/>)
 - World Education Services (<http://www.wes.org/>)

— _____ RN license verification

Application Submission

- Application cycle opens December 1
- Applications are reviewed only after all materials are received.
- Apply early; WesternU is not responsible for processing or mail delays.
- Our application deadline is **May 1**; all application materials must be received on or before the deadline.

Please send all application materials to:

Admissions Operations (AO) Office
Western University of Health Sciences
309 E. Second Street
Pomona, CA 91766-1854
E-mail: AO@westernu.edu