UCI Sue & Bill Gross School of Nursing

Fall 2024 Start DNP Application Guidelines and Requirements

Thank you for your interest in Nursing at the Sue & Bill Gross School of Nursing at UC Irvine. This guide is intended to assist applicants in creating a complete application to our Doctor of Nurse Practice—Family Nurse Practitioner or Doctor of Nurse Practice—Post Master's programs (also known as the DNP-FNP or DNP-PM programs respectively). Applicants should also review the DNP Admissions website for the particular track they are interested in applying to in its entirety:

DNP-FNP: https://nursing.uci.edu/admissions/dnp-fnp-admissions/
DNP-PM: https://nursing.uci.edu/admissions/dnp-admissions/

Important Admissions and Application Information for Fall 2024 Start

Please read the information below carefully before continuing through the rest of this guide:

- The information in this guide is specifically relevant to the **2023-2024** application cycle for our DNP programs. Applicants who submit an application during this time are applying to join the DNP Cohort starting coursework in **Fall 2024**.
    - If you plan to apply in future years, please continue to monitor our website for updated information.
- There is a maximum word count of <u>1200 words each for the Statement of Purpose and Personal History essay prompts for the DNP application.</u>
    - UC Irvine's Graduate Application includes generic essay prompts, however, <u>please follow the guidelines on our website and in this guide to ensure that you follow our School of Nursing specific essay prompts for the Statement of Purpose and Personal History.</u>
- The application deadlines are as follows:
    - <u>January 16, 2024</u>: Priority Deadline for fellowship consideration
    - <u>April 15, 2024</u>: Final application deadline
        - All application materials, including Letters of Recommendation, are due by the application deadline. Please read all submission deadlines carefully; no exceptions to our deadlines will be considered.

Please note that admission to our program is extremely competitive. Space is limited to a small cohort of students and we receive significantly more qualified applications than we are able to admit. While following this guide may be helpful, it <u>does not guarantee admission to our program</u>.

Minimum Admissions Requirements

Admission requirements vary slightly between our DNP-Family Nurse Practitioner and DNP-Post-Master's programs. We advise you to read through the admission requirements for the track you are interested in carefully.

DNP-Family Nurse Practitioner Track

In order to qualify for admission to the DNP-FNP track, applicants must have:
- A BS or MS degree in nursing from an accredited college or university
- A cumulative undergraduate GPA of 3.0 or higher
- An active, unrestricted California RN license
- One year of full-time US-based employment (or a minimum of 1800 hours) as a registered nurse by the start of the program

- An undergraduate or graduate statistics course that will cover or did cover descriptive and inferential statistics.
  - This statistics course must have been completed within 5 years of starting the program with a grade of B or higher. Courses must be taken for a letter grade – credit/no credit and pass/not pass courses will not be considered.
  - If it has been longer than 5 years, this course can be taken online or in-person at a community college, a university/college, or university extension.
  - If you are on the cusp of the 5 year deadline, we strongly encourage you to retake statistics during the summer before starting the program.
  - Applicants are required to upload a signed copy of the DNP Statistics Acknowledgement form in the UC Irvine Graduate Application.
  - <u>Please note:</u> You can apply prior to completing the Statistics course requirement. Your application is still eligible for review but your ability to start the program is contingent upon completion of a recent Statistics course. If you have questions regarding this requirement, you can reach out to us at: gnsao@uci.edu for more information.

DNP-Post-Master's Track

In order to qualify for admission to the DNP-PM track, applicants must have:

- A MS degree in nursing from an accredited college or university
- A cumulative undergraduate GPA of 3.0 or higher
- An active, unrestricted RN license for practice in the state where your DNP practicum occurs
- One year of full-time US-based employment (or a minimum of 1800 hours) as a registered nurse by the start of the program
- An undergraduate or graduate statistics course that will cover or did cover descriptive and inferential statistics.
  - This statistics course must have been completed within 5 years of starting the program with a grade of B or higher. Courses must be taken for a letter grade – credit/no credit and pass/not pass courses will not be considered.
  - If it has been longer than 5 years, this course can be taken online or in-person at a community college, a university/college, or university extension.
  - If you are on the cusp of the 5 year deadline, we strongly encourage you to retake statistics during the summer before starting the program.
  - Applicants are required to upload a signed copy of the DNP Statistics Acknowledgement form in the UC Irvine Graduate Application.
  - <u>Please note:</u> You can apply prior to completing the Statistics course requirement. Your application is still eligible for review but your ability to start the program is contingent upon completion of a recent Statistics course. If you have questions regarding this requirement, you can reach out to us at: gnsao@uci.edu for more information.

<u>All</u> of the components listed above are required for admission to the respective DNP program track. <u>We are unable to accommodate exceptions to any of the deadlines listed above.</u> Please review our website and this guide carefully for more information about these requirements.

We strongly encourage applicants to read through our Frequently Asked Questions (FAQs) page for answers to questions that we commonly receive:

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DNP-FNP: https://nursing.uci.edu/faq-items/dnp-fnp-faq/
DNP-PM: https://nursing.uci.edu/faq-items/dnp-faq/

Due to the high volume of applications that our program receives, we are unable to make individual appointments with prospective applicants. If you have any additional questions after reading this guide, please register to attend one of our virtual information sessions or contact our School of Nursing Graduate Student Affairs Office via email at **gnsao@uci.edu.**

Components of the DNP Application

Students applying to both our DNP program tracks need to submit their application through the Online Application for UCI Graduate Admissions (the current application can be found here: **https://apply.grad.uci.edu/apply/**). The application will become available on October 1st, 2023. A complete application includes and adheres to the components below that we will review in detail in subsequent sections. We recommend having all of these materials prepared in advance when submitting your application.

- o A statement of purpose (following the specific prompts and guidelines from the School of Nursing)
- o A personal history statement (following the specific prompts and guidelines from the School of Nursing)
- o Three letters of recommendation submitted on your behalf
- o A current resumé/CV
- o A signed Statistics Admissions Requirement Acknowledgement form
- o Unofficial transcripts from all universities/institutions
    - ▪ *If you received your degree outside of the United States, you must upload a professional evaluation/translation in addition to copies of unofficial transcripts.*
- o TOEFL or IELTS English test scores (if needed)

Where to Upload Materials in the Online Application

The Online Application for UCI Graduate Admissions (**https://apply.grad.uci.edu/apply/**) is used by most graduate programs at UC Irvine, not just Nursing Science programs. The information below will help you determine which sections of the Online Application you will upload your required materials for the DNP program:

DNP Application Requirement	Where to Upload on Online Application
A statement of purpose (following the specific prompts and guidelines from the School of Nursing)	"Essays" Section
A personal history essay (following the specific prompts and guidelines from the School of Nursing)	"Essays" Section
Three letters of recommendation submitted on your behalf	"Letters of Recommendation" Section
A current resume/CV	"Additional Information" Section, under *Curriculum Vitae*
A signed acknowledgement of the Statistics course admission requirement (using the form from the UCI School of Nursing website <u>only</u>)	"Additional Information" Section, as a *Supplementary Document*

Unofficial transcripts from all universities/institutions	"Transcript Upload" Section
TOEFL or IELTS English test scores (if needed)	"Test Scores" Section (in addition to sending official test scores to UCI)

Essay Response Instructions

Applicants are required to submit <u>two essay responses</u>, the Statement of Purpose and the Personal History, according to the instructions below (current prompt information is located on the School of Nursing DNP-Family Nurse Practitioner and DNP-Post Master's Admissions website at **https://nursing.uci.edu/admissions).**

Applicants should only use the information below when writing their Statement of Purpose and Personal History essays. Please note, UC Irvine Graduate Application contains sample prompt language, but when applying to the DNP-FNP or DNP-Post Master's program, please only use the guidelines below.

Statement of Purpose

In the UCI Graduate Application "Statement of Purpose" section, please respond to the following prompt in <u>1200 words or less:</u>

Nursing Background and Career Goals
Why have you chosen the DNP as a terminal degree? Please describe/discuss your nursing background and career goals that align with the DNP.

When answering this prompt, make sure to address the following:
- Specify outcomes you wish to gain from the DNP education.
- How will the DNP program at UCI help you reach your career goals?

Personal History

In the UCI Graduate Application "Personal History" section, please respond to the following prompt in <u>1200 words or less:</u>

Coping with Challenge
Think back to a time that required you to demonstrate passion and perseverance to achieve a long-term goal. How were you able to achieve your goal despite the obstacles you encountered?

When reflecting on your previous experiences, examples that you may choose to address include, but are not limited to, the following:
- Were there times when personal, professional, and/or academic circumstances made you hesitant to pursue your aspirations?
- What people, resources, and/or knowledge helped you to work through these challenges?
- How has this experience shaped your perspective on Nursing?

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Letters of Recommendation

Applicants must include <u>three</u> letters of recommendation in their application. Any additional letters beyond the first three received will not be reviewed or considered in your application.

<u>All letters must be received by the application deadline.</u> We are unable to accept incomplete applications with any late letters of recommendation. We strongly recommend that applicants contact their recommenders as soon as possible and plan to submit letters as early as possible to avoid any late submissions.

Letters of recommendation are intended to help application reviewers better understand your professional and academic readiness for the DNP program. Letters must be from a combination of professional and academic recommenders.

Requirements for your letters of recommendation:
- o You must have 2 letters of recommendation from a doctorally prepared professor or professional (DNP, MD, PhD) who can speak to your academic success
- o Letter of recommendation from current workplace (MSN or higher)
- o Recommendations should be current (written within 3 years of application)
- o Family members or friends are not eligible to write letters of recommendation

Letters of Recommendation are collected through the Online Application. Applicants will provide email contact information for their recommenders in the application. For more information about the Letter of Recommendation process in the Online Application, please refer here: **https://grad.uci.edu/admissions/applying-to-uci/letters-of-recommendation.php**

If students have any questions about letters of recommendation in their application, they should contact the Graduate Admission team at **gradapplicant@uci.edu.** <u>The School of Nursing Student Affairs Office cannot assist with technical issues related to the letter of recommendation system in the Online Application.</u>

Current Resume

Applicants should include a current resume in their application that is clear, easy-to-read, and informative. We strongly recommend that you utilize career services and resources available through your universities and colleges to assist you in creating a professional, comprehensive resume.

Please use the guide below in formatting your resume to upload in the "CV" section of the UCI Graduate Application. Note that applicants <u>do not</u> need to have information/experience in every category listed.

The list below is a guide and recommendation for content only; it is not exhaustive, and you may include additional details and experiences that you feel are relevant to your application. There is no page limit for the resume requirement.

Category	Items to include	
Education	Bachelor's Degree(s)	Please include: Name of the University, Name and Type of Degree Earned, and Date of Graduation
	Graduate Degree or Post-Baccalaureate Program(s)	**Did you complete Graduate degree or post-Baccalaureate program after your Bachelor's Degree?** If so, please include: Name of the University, Name and Type of Degree Earned or Program Completed, and Date of Graduation/Completion
Honors College or Program	**Did you complete an Honors/Honors College program during your undergraduate experience?** *Note: This is separate from being on the Dean's List or Latin Honors distinction.* If so, please include the name of the program, years of participation, and any other details you feel may be relevant.	
Scholarships	**Have you been awarded any scholarships during your college or university studies?** If so, include: Title of Scholarship, Date(s) Awarded, and Details/Description of Scholarship.	
Scholarly Publications	**Have you had any academic work and/or research published in scholarly journals or publications?** If so, provide additional information and citation(s).	
Professional Organizations and Club Involvement	**Did you or do you participate in any social/volunteer/nursing organizations during your undergraduate experience and beyond?** If so, please provide details about the organization, your role in the organization, and dates of participation.	
Language Fluency	**Are you fluent in a language other than English?** If so, describe your level of fluency in language(s) other than English. Please include detail about your comfort level in reading, writing, and speaking. Address how you learned the language, how often you use the language, and how comfortable you may be communicating with patients in the language.	

Certifications and Licenses	**Have you earned any certifications or licenses?** If so, please include information about the type of Certification or License, the License Number (if applicable), Month and Year Earned, and Expiration (if applicable).
Work/Volunteer Experience	Please separate **paid** work/internships and **unpaid** volunteer positions/internships into two separate sections of your resume. For each role, please include: • Title, Company/Organization, Location • A short description of your job duties (2-3 bullet points preferred) • Dates (include months and years of start and end) • Was this a paid experience or a volunteer experience?
Professional Awards	**Have you received a special recognition by organization/committee/counsel?** If so, please list the award/recognition, who awarded it, and when you received it. Professional awards can be, but are not limited to, the following: Daisy Award, Nurse of the Year, Employee of the Month/Year, Distinguished Direct Care Award, "Excellence" awards, Rising Star, Nightingale Award, Service Excellence, Leadership in Nursing, etc.
Leadership	**Have you held any leadership positions?** If so, please describe functions and responsibilities. Some examples of leadership positions are, but are not limited to, the following: Nurse/Unit Manager, Nurse/Unit Supervisor, Nurse/Unit Director, Charge Nurse/Team Leader, Committee Chair, Professional Association Leadership Role, Nurse Educator, etc.

Unofficial Transcripts

Applicants must upload unofficial copies of transcripts from all college and universities attended in their application. Applicants do not need to submit official transcripts to UCI when they submit their application. Admitted students who accept their offers of admission will be prompted to submit their official transcripts at a later date.

Students who received their degree(s) outside of the United States should upload a copy of evaluations and translations in their application. All graduate programs at the School of Nursing require professional transcript evaluations by an independent educational evaluating service from any member of the National Association of Credential Evaluation Services or the Association of International Credential Evaluators, Inc. Applicants should note that foreign transcript evaluation services may take several weeks to process and should plan accordingly. The report uploaded to the

application must include a degree-equivalent evaluation and course-by-course equivalent evaluation for any prerequisites.

The School of Nursing and the University of California do not endorse or have a formal partnership with any specific transcript evaluation agencies. However, some applicants have used the following services:
- World Education Services, Inc. (**http://www.wes.org/**)
- International Education Research Foundation (**http://www.ierf.org/**)

English Language Proficiency

International students applying to the DNP program should consult the UCI Graduate Admissions page on English Language proficiency requirements before applying to determine if a TOEFL or IELTS test score is required for admission: **https://grad.uci.edu/admissions/applying-to-uci/**

The School of Nursing does not waive TOEFL or IELTS English test scores for applicants.

Application Submission

Applicants must pay an application fee in order to successfully submit their application. More information about the fee and potential fee waivers for eligible students can be found here: **https://grad.uci.edu/admissions/application-fee-fee-waivers/**

The School of Nursing does not collect and does not process graduate application fees. The School of Nursing does not manage the application fee waiver process. All questions about application submission fees should be directed to UCI Graduate Division via their admissions website.

Please note that if you are planning to apply for an Application Fee Waiver, you must submit your waiver request to UC Irvine's Graduate Division **at least** 5 days in advance of our application deadline.

Fall 2024 Start Application Deadline and Admissions Decisions

The final DNP application deadline for students applying to join the Fall 2024 cohort is April 15th, 2024. Any applications submitted after this deadline will not be accepted nor will they be reviewed. A complete application submission includes all of the components listed in this guide, including all three letters of recommendation and successful payment of the application fee.

The School of Nursing will review applications twice: after the Priority Deadline of January 16th, 2024 and after the Final Deadline of April 15th, 2024. We strongly recommend applicants submit their applications early. The application opens October 1st, 2023 and we anticipate sending out decisions for early applicants as soon as February for priority deadline applicants and May for those who applied by the final deadline via email. Spots are not held for later applicants so we encourage applying as early as possible. Applicants should monitor the email address that they provide on their Online Application carefully and check their UC Irvine Graduate Application portals for updates. If the Graduate Student Affairs Office needs additional clarification regarding your application, you will be contacted via email.

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<u>The Graduate Student Affairs Office cannot provide individual application updates to those waiting to receive their admissions decisions and does not provide a date at which all decisions will be released.</u>

Understanding DNP Program Requirements & Costs

Students applying to the DNP-FNP track at UC Irvine are required to enroll in three years of coursework and those applying to the DNP-PM track will be required to enroll in 2 years. You can find each track's curriculum charts here:

DNP-FNP: https://nursing.uci.edu/wp-content/uploads/2023/09/DNP-FNP-Course-Planner-23-24-Updated-9.26.2023.pdf

DNP-PM: https://nursing.uci.edu/wp-content/uploads/2023/09/DNP-PM-Course-Planner-23-24-Updated-9.22.2023.pdf

Applicants can find current program tuition and fees for the DNP Program on the UCI Registrar's website under the Tuition and Fees tab in the "Fees for Self-Supporting Graduate Degree Programs" section: https://reg.uci.edu/fees/2023-2024/nursingpract.pdf

UC Irvine Office of Financial Aid & Scholarships

UC Irvine's Office of Financial Aid and Scholarships can help provide applicants with information about potential sources of funding. Applicants can find important information for entering students here:
https://www.ofas.uci.edu/content/GraduateEntering.aspx

UC Irvine's Graduate Division also offers resources for graduate students to learn about funding opportunities:
https://grad.uci.edu/funding/index.php