

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. Provide evidence through a transcript of successful completion of an undergraduate course in physical assessment and one in statistics.
4. 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.
5. 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.
6. If your overall undergraduate GPA is below a 3.0 on a 4.0 scale, you must take the GRE. If the GRE was taken after August 2011, a total score of 290 or more on the combined verbal and quantitative sections is required. If the GRE was taken prior to August 2011, a total score of 900 or more on the combined verbal and quantitative sections is required.
7. Submit two professional and one personal completed recommendations using the enclosed form.
8. Submit the MSN essay using the enclosed instructions.
9. Submit a current resume. There are no formatting restrictions.
10. 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.
11. International students: See "Admission Steps for Applicants With an International Background."
12. Congratulate yourself for completing the first step in your educational journey!

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 BSN transcripts, as JU already has them.

MSN Background Information

Select Your Program of Interest

- ☐ MSN: CLINICAL NURSE EDUCATOR
- ☐ MSN: LEADERSHIP IN HEALTHCARE SYSTEMS

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.

TOEFL TEST SCORE (INTERNATIONAL STUDENTS ONLY)

DATE

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).

MSN Application Checklist

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

| U.S. RN LICENSE NUMBER | STATE | EXPIRATION DATE |
|------------------------|-------|-----------------|
|------------------------|-------|-----------------|

- ☐ 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:

| CREDIT CARD TYPE | <input type="checkbox"/> VISA | <input type="checkbox"/> MASTERCARD | <input type="checkbox"/> AMERICAN EXPRESS | <input type="checkbox"/> DISCOVER |
|------------------|-------------------------------|-------------------------------------|---|-----------------------------------|
|------------------|-------------------------------|-------------------------------------|---|-----------------------------------|

| ACCOUNT NUMBER | EXPIRATION DATE |
|----------------|-----------------|
|----------------|-----------------|

| CVV/CVC (CREDIT CARD VERIFICATION CODE) |
|---|
|---|

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.

| SIGNATURE | DATE |
|-----------|------|
|-----------|------|

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:

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

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)

NAME

DATE OF BIRTH

ADDRESS

CITY

STATE

ZIP CODE

TELEPHONE

SOCIAL SECURITY OR STUDENT NUMBER

DEGREE

LAST TERM ENROLLED

STUDENT SIGNATURE

DATE

Admission Steps for Applicants With an International Background

If you are an international student, please review and complete these application steps, which are in addition to 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. 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
Web: 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

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 leadership in healthcare systems 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.

Recommendation Form (Three Pages)

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

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

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:

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, PROFESSOR, COLLEAGUE):

HOW MANY YEARS OR MONTHS HAVE YOU KNOWN THE APPLICANT?

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 |
|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| COOPERATIVENESS 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"/> |
| RELIABILITY 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"/> |
| LEADERSHIP 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"/> |
| INDUSTRY 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"/> |
| PERSONAL APPEARANCE Dress, cleanliness and bearing. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| SCHOLARSHIP 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"/> |
| INTELLIGENCE 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"/> |
| ORAL COMMUNICATION SKILLS Effectiveness and fluency in speaking English. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| WRITTEN COMMUNICATION SKILLS 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?

What are the applicant's liabilities or weaknesses?

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

MAKE DECISIONS?

COMMUNICATE WITH PEOPLE?

ACCEPT RESPONSIBILITY FOR ONE'S OWN ACTIONS?

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.

RECOMMENDER'S SIGNATURE:

DATE: