



INSTRUCTIONS

These are the instructions for all graduate level nursing programs at SF State, including the generic (entry level) masters and family nurse practitioner certificate. Information about these programs can be obtained in the [University Bulletin](#). **Please read and follow these instructions carefully. They will assist as you are completing the application form. Incorrect or incomplete applications will not be reviewed.**

You must meet the following criteria to be eligible to apply to SF State School of Nursing:

- 1) Be a California Resident.
- 2) Have a GPA of 3.0 or higher in the last 60 units of college courses at the time of **this application**.
- 3) **If you are a generic masters applicant**, you must have completed all nursing prerequisites (see list below) with a minimum of a C grade at the time of **this application**. You may repeat prerequisites until you receive a grade of C or better (see University [grading policy](#)) however, repeats decrease your overall competitiveness.

<u>Course Title</u>	<u>SF State Course Number</u>
English Composition	Please refer to SF State Bulletin
Oral Communication/Speech	Please refer to SF State Bulletin
Inferential Statistics	Math 124 (3 semester units)
Nutrition	DFM 253 (3 semester units)
General Psychology	PSY 200 (3 semester units)
Sociology or Anthropology	Any course in Anthropology or Sociology
Human Anatomy with Lab	BIO 328 (4 semester units)
Human Physiology with Lab	BIO 610/611 (4 semester units)
Organic/Inorganic Chemistry with Lab	CHEM 101/102 (4 semester units)
Microbiology with Lab	BIO 210/211 (4 semester units)

- 4) Must be eligible for [Graduate Studies at SF State](#). An application to the university must be submitted via CSU mentor (www.csumentor.edu) to determine eligibility. Please be sure to select the nursing program you will be applying to.
- 5) If you are applying to become a Family Nurse Practitioner then you must have completed at least 2000 hours of RN work experience. Please note that the CSU Mentor application is not required for the Family Nurse Practitioner certificate. See the applicant checklist on page 4.

THE NURSING APPLICATION PERIOD BEGINS ON DECEMBER 15, 2008 AND ENDS ON FEBRUARY 1, 2009. Applications must be postmarked no later than February 1, 2009. Applications that are postmarked after February 1 will not be reviewed.

PART I. PROGRAM CHOICE AND DEMOGRAPHIC INFORMATION

- A. Check the box for the program you are applying to and be sure you meet the criteria above. Please note that you can apply to only one program per application period.
- B. Please indicate if you are a California resident.
- C. Please indicate if you are new or currently enrolled as a SFState student or are transferring to SFState.
- D. Last name: indicate your legal name. If you have used other names please indicate those on line G rather than here.
- E. First name: your legal name
- F. Middle name or initial
- G. Other legal names that you have used: please indicate marital names, previously used names so that we can be sure that all transcripts and information are appropriately recorded.
- H. SF State ID number: if you are enrolled as a student at SF State, you will have an ID number. You will be assigned an SF State ID number after you have submitted the CSU Mentor application. It is recommended that you submit that application prior to submitting the nursing application.
- I. Demographic Information: this information is optional and is not used for candidate selection or as part to the admissions process but is helpful to the School, College and University in describing our students to others and for reporting aggregated data to state and national accrediting bodies.

- I1. Gender: Please check the appropriate box.
- I2. Ethnicity: Please check the appropriate box and specify, if applicable.
- J. Mailing address: please indicate a complete address where mail can be sent to you in the months that follow.
- K. E-mail: please provide us with an e-mail address that can be used to contact you in the months that follow.
- L. Phone: please provide us with the phone number where you are most accessible (cell, home, or work).
- M. Select your preferred graduate area of emphasis. Please note: 1) Generic masters applicants can not apply to the Family Nurse Practitioner program. 2) All areas of emphasis may not be offered annually (depending on demand).

PART II. PREREQUISITE COURSEWORK (GENERIC NURSING MASTERS APPLICANTS ONLY)

If you have taken course(s) outside of SF State, you must submit official transcripts which verify degrees obtained and if applicable prerequisite courses to the **SF State Office of Graduate Admissions no later than February 1, 2009.**

- You will not be notified when the university has received your transcripts.
- Applications will not be reviewed if all transcripts are not received by February 1.

PART III. SUPPLEMENTAL SECTION AND ADDITIONAL MATERIALS

In addition to your GPA, the school of nursing will review the supplemental criteria noted below. Criteria A, D, and F must be verified by a letter on formal organization stationery.

- A. Health-related work or volunteer experience). This includes any experiences where you have worked directly with patients in any health-related organization (e.g. hospital, health clinic) *(Generic Nursing Master of Science applicants only).*
- B. Submit a copy of your current California registered nurse license (both sides) in order to be considered for admission *(Nursing Master of Science program for RNs and FNP certificate applicants).*
- C. Statement of goals. Describe the program of study you are interested in as it relates to your career goals. Clearly outline interest in advanced practice nursing and explain why you are seeking a graduate nursing degree. Highlight your professional goals and how you anticipate this program will assist you in attaining them. Limit your statement to 1-2 double spaced typed pages. *(Generic Master of Science and Nursing Master of Science for RNs applicants).*
- D. Letter of reference and reference form (page 3 of the Nursing Application). A total of three letters from professional references each with a reference form are required to complete the nursing application.
 -Write your name at the top of the reference form and indicate whether or not you waive access to the recommendation at the bottom of the form.
 -The recommender should return the letters of recommendation and reference forms directly to the applicant in an envelope signed over the seal. The sealed reference forms and corresponding letters of recommendation must subsequently be submitted with the nursing application packet (see the applicant check list on page 3 of the instructions). **Letters of recommendation and reference forms should not be sent directly to the School of Nursing unaccompanied by the nursing application packet.** *(Generic Nursing Master of Science and Nursing Master of Science for RNs applicants).*
- E. Current résumé or curriculum vitae *(All applicants).*
- F. Family Nurse Practitioner applicants must submit a letter from an employer which verifies a minimum of 2000 hours RN experience.

Please send your completed nursing admission application to:

Graduate Admissions Committee
 San Francisco State University
 School of Nursing, Graduate Program
 1600 Holloway Ave, Burk Hall 371
 San Francisco, CA 94132

You will receive an email confirming receipt of your application within two weeks after the application deadline.

APPLICANT CHECK LIST

The nursing application and supporting supplemental materials must be submitted at the same time, in one "packet" to the school of nursing. Your application packet must be postmarked no later than February 1, 2009.

With the exception of FNP certificate applicants, official transcripts must be sent to the SF State Office of Graduate Admission.

Please retain a copy of your application packet for your records.

GENERIC NURSING MASTER OF SCIENCE APPLICANTS (Non-RNs with bachelor's degrees)

- School of Nursing Admission Application (Signed and Dated)
- Materials that document your eligibility for the supplemental criteria on formal organizational stationary
- Goal Statement
- Current résumé or curriculum vitae
- SF State Graduate Admission application submitted through the CSU mentor at www.csumentor.edu is due by February 1, 2009. All official college transcripts must be sent to the SF State Office of Graduate Admissions.
Note: It is your responsibility to confirm your SF State admissions status with Office of Graduate Admissions.

NURSING MASTER OF SCIENCE APPLICANTS (RNs with bachelor's degree)

- School of Nursing Admission Application (Signed and Dated)
- SF State Graduate Admission application submitted through the CSU mentor at www.csumentor.edu is due by February 1, 2009. All official college transcripts must be sent to the SF State Office of Graduate Admission.
Note: It is your responsibility to confirm your SF State admissions status with the Office of Graduate Admissions.
- Copy (both sides) of your California RN license
- Goal Statement
- Three letters of reference with corresponding reference forms
- Current résumé or curriculum vitae

FAMILY NURSE PRACTITIONER CERTIFICATE APPLICANTS (RNs with masters or doctorate degrees)

- School of Nursing Admission Application (Signed and Dated)
- Official college transcripts verifying a conferred baccalaureate, masters, and/or doctorate degree must be sent directly to the School of Nursing.
- Copy (both sides) of your California RN license
- Goal Statement
- Three letters of reference with corresponding reference forms
- Current résumé or curriculum vitae

If all required items are not included in the application packet it will be deemed as incomplete and will not be reviewed.