The SF State School of Nursing is participating in the American Association of Colleges of Nursing Centralized Application Service, NursingCAS, for the 2013-2014 application cycle. This service is similar to the application model used by other health related professions including, medicine, dentistry, and pharmacy. Prospective students who wish to apply to our graduate and post master's certificate programs must use this service to complete the School of Nursing's supplemental application process. The primary application to San Francisco State University must be completed via CSU Mentor.

Prior to beginning the application process, please thoroughly review the information and requirements to ensure that a complete application is submitted. Hyperlinks and web sites are provided throughout this document to facilitate successful submission of the application. Failure to complete all application steps and requirements may disqualify the application.

Eligibility Requirements
- Graduation from an accredited institution of higher learning with a baccalaureate or higher degree and a minimum GPA of 3.0 in the last 60 units earned
- Score 4 or higher on the Analytical Writing section of the GRE by the time of application
- Valid California RN License
- Post master's certificate applicants must have a minimum of one year RN clinical experience and a nursing master's or doctorate degree.

Application Period
Applications will be accepted beginning December 1, 2012 through the following deadline dates:
- Post Master's Family Nurse Practitioner Certificate February 15, 2013
- RN-MSN February 15, 2013
- RN-MSN FNP Concentration February 15, 2013
- RN-MSN Stanford Cohort May 1, 2013 Extended to June 1, 2013

A Fall 2013 in-coming Stanford Cohort is no longer being offered.

Note: Applicants can begin both the primary and supplemental 2013-2014 application processes now.

Application Web Sites and Technical Support

**Primary application**
CSU Mentor: [http://www.csumentor.edu/](http://www.csumentor.edu/)
Technical Assistance and FAQs: click the “Ask an Expert” tab on CSU Mentor
SF State Graduate Studies: Email: gradstdy@sfsu.edu/Phone: (415) 338-2234

**Supplemental Application**
NursingCAS Application Portal: [https://portal.nursingcas.org/](https://portal.nursingcas.org/)
NursingCAS Customer Service/Technical Support: (617) 612-2880
(Hours: Mon.-Thurs. 9am-7pm, Friday 9am-5pm Eastern Time)
Email: nursingcasinfo@nursingcas.org

NursingCAS “Before You Apply”:
School of Nursing
1600 Holloway Avenue, BH 371
San Francisco, CA 94132-4161

Master's & Post Master's Certificate Application Information & Requirements

General questions about SF State School of Nursing requirements:
(415) 338-1802 / Email: nursing@sfsu.edu

Steps to Apply
1) Submit a complete CSU Mentor application to San Francisco State University. *It is recommended that applicants complete the CSU Mentor process as early as possible. The SF State ID# assigned to applicants by the university Office of Graduate Admission will need to be indicated on the supplemental application.*
2) Create an account and complete the supplemental application process via the [NursingCAS portal](#) including submission of:
   - Official transcripts from each school attended
   - A goal statement
   - Three references
   - A copy of the GRE score report (Post Master's FNP applicants are exempt from this requirement.)
   - Valid California RN license or anticipated receipt date
   - The appropriate [NursingCAS fee](#) (Click link to view FAQs with E-submission information.)

CSU Mentor Application Guidance
1) Complete the CSU Mentor application to San Francisco State University per the instructions noted on the CSU Mentor web page and select the appropriate program of interest.
   - **If you are applying to:**
   - RN-MSN → Nursing (RN-MSN) [MS]
   - RN-MSN FNP Concentration → Nursing (Family Nurse Practitioner) [MS]
   - RN-MSN Stanford Cohort → Nursing (Stanford Cohort/RN-MSN) [MS]
   - Post Master's Family Nurse Practitioner Certificate → Certificate: Family Nurse Practitioner
2) Submit an official transcript for each institution you've attended to the San Francisco State University Office of Graduate Admission.
3) Also see: “Steps to apply to for Admission to a Graduate Program” [http://www.sfsu.edu/~gradstdy/domestic-application-submission.htm](http://www.sfsu.edu/~gradstdy/domestic-application-submission.htm)

NursingCAS Application Requirements and Guidance

**Required Sections for all San Francisco State University Applicants**

- Biographic Data
- Personal Data
- Additional Information
  - Enter the SF State ID # received from the SF State Office of Graduate Admission.

- Background Information
  - This information is not part of the candidate selection process but is a required NursingCAS application component.

- Secondary School, Colleges Attended & College Degrees
  - Indicate all undergraduate and graduate institutions attended (even if enrolled in only one course).
  - An official transcript from each school listed must be sent to NursingCAS
Master's & Post Master's Certificate Application Information & Requirements

It is suggested that transcripts be sent to NursingCAS as soon as possible after reviewing this guide and creating a NursingCAS account. This action will facilitate verification of your coursework.

NursingCAS Application Requirements and Guidance continued

Required Sections for all San Francisco State University Applicants

Coursework
- Enter transcript information by individual courses across your educational history. The information entered will be verified by NursingCAS staff.
  Please first read the “Coursework” Instructions on NursingCAS and/or view the Coursework Entry video: http://www.youtube.com/watch?v=R_LpxDRupIY&feature=youtu.be
  Several hours should be allotted for the coursework entry process.
- Alternatively, applicants can use the NursingCAS Coursework Entry Service. There is an additional fee for the service. Contact NursingCAS Customer Service for further details.

Professional Experience
Enter all professional experiences that are applicable to you, including other employment.

References
Three letters of recommendation and reference forms are required. Each recommender must submit a letter and a reference form. The letters should address an applicant’s ability to embark upon graduate or post graduate studies and/or advanced practice nursing, including referencing relevant skills, abilities.
- References are often submitted by academic advisors, professors, managers and/or supervisors.
- It is strongly recommended that applicants make use of the Electronic Reference option.

Personal Statement
All applicants must address the following SF State Nursing goal statement essay question in this section (in lieu of the NursingCAS question). Your goal statement should address the following five items in 500 words or less:
1) Describe the program of study you are interested in as it relates to your career goals.
2) Clearly outline interest in advanced practice nursing and explain why you are seeking a graduate nursing degree or certificate from SF State.
3) Highlight your professional goals and how you anticipate this program will assist you in attaining them.
4) What contributions do you see yourself adding to the field of nursing?
5) What special attributes will you bring to the nursing profession?

Document Upload
Upload the documents noted below onto this section as one document. Applicants who have reached the one document limit may contact the School of Nursing directly for further guidance.
- Front & back copy of a valid California RN License. If a California RN license has not yet been issued, please indicate the reason why and the date by which it is anticipated. All applicants must have a RN license prior to enrolling in the program.
- Front page of applicant's GRE Report of Scores.

Privacy Statement

Designations
Applicants can be considered for only one SF State Nursing program and track per admission cycle. Please select the area you wish to pursue.