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

The SF State School of Nursing is participating in the American Association of Colleges of Nursing Centralized Application Service, NursingCAS, for the 2014 admissions 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. *Failure to complete all application steps and requirements may disqualify the application.*
>
> Hypertext and web sites are provided throughout this document to facilitate successful submission of the application.

Eligibility Requirements
- Graduation from a regionally 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 (excluding GMSN applicants)
- All Family Nurse Practitioner (FNP) applicants must have a minimum of one year RN clinical experience; Post Master's FNP Certificate applicants must have and a nursing master's or doctorate degree in addition to the RN experience.

Application Period
Applications can be submitted beginning October 1, 2013 through the following deadlines:
- Generic Nursing Master of Science (GMSN)   February 1, 2014
- Post Master's Family Nurse Practitioner Certificate   February 1, 2014
- RN-MSN   February 1, 2014
- RN-MSN FNP Concentration   February 1, 2014
- RN-MSN Stanford Cohort   ~~March 1, 2014~~ May 1, 2014 Extended Deadline

The NursingCAS portal will close for application submission at **11:59pm Eastern Time** on each deadline date.

Steps to Apply
The graduate admission application for San Francisco State University is a two-part process. You must complete and submit both applications to be considered for admission. .

1) **Primary Application** **CSU Mentor application to SF State**: 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
    -Steps to apply to for Admission to a SF State Graduate Program
    http://www.sfsu.edu/~gradstdy/domestic-application-submission.htm

    - Submit a complete CSU Mentor application including transcripts to the San Francisco State University Office of Graduate Admissions.

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> ➢ It is recommended that applicants complete the CSU Mentor process as <u>early as possible</u> during the application period. The SF State ID# assigned to applicants by the university Office of Graduate Admissions after receipt of the CSU Mentor application will need to be indicated on the School of Nursing supplemental application.

> ➢ CSU Mentor Program Selection Guidance

<u>If you are applying to:</u>		<u>Then you must select this program on CSU Mentor:</u>
Generic Nursing Master of Science (GMSN)	→	Nursing (Generic Non-RN MSN) [MS]
Post Master's Family Nurse Practitioner Certificate	→	Certificate: Family Nurse Practitioner
RN-MSN FNP Concentration	→	Nursing (Family Nurse Practitioner) [MS]
RN-MSN (CNS or Nursing Administration)	→	Nursing (RN-MSN) [MS]
RN-MSN Stanford Cohort (CNS or Nursing Administration)	→	Nursing (Stanford Cohort/RN-MSN) [MS]

2) **Nursing Supplemental Application** **NursingCAS Application Portal:** http://nursingcas.org/

*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 (letter of recommendation and reference form)
  > ➢ A copy of the GRE score report (*Post Master's FNP Certificate applicants are exempt from this requirement.*)
  > ➢ Valid California RN license or anticipated receipt date (*GMSN applicants are exempt from this requirement.*)
  > ➢ GMSN applicants must submit a PDF of the completed prerequisite grid (see p. 5 of this document)
  > ➢ The appropriate NursingCAS service fee (Click link to view FAQs with E-submission information.)

*Applicants can create a NursingCAS account and begin the application at any time. However actual submission of the application to the SF State Nursing designation is restricted to the application period.

NursingCAS "Before You Begin":
https://portal.nursingcas.org/nursingHelpPages/before-you-begin/index.html

NursingCAS Customer Service/Technical Support:
Phone: (617) 612-2880
Hours: Mon.-Thurs. 9am-7pm, Friday 9am-5pm Eastern Time
Email: nursingcasinfo@nursingcas.org

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

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

NursingCAS Application Requirements and Guidance
The NursingCAS sections noted below are required 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.

Educational History
      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.

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

> ➢ Applicants with international transcripts <u>need not send those to NursingCAS</u>. The international transcript evaluation will occur in the SF State Office of Graduate Admissions.

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_LqxDRupIY&feature=youtu.be
> *Several hours should be allotted for the coursework entry process.*
> ➢ Alternatively, applicants have the option to use the NursingCAS Coursework Entry Service. https://portal.nursingcas.org/applicants2012/pdf/NursingCAS_Coursework_Entry_Service_Applicant_Agreement.pdf
> NursingCAS will request an additional fee from those who opt to utilize 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 along with reference forms are mandatory. 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.
> ➢ Attention GMSN applicants: One of your three references must address your health related work or volunteer experience.

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NursingCAS Application Requirements and Guidance continued
The NursingCAS sections noted below are required for all San Francisco State University applicants.

Personal Statement

All applicants must address the following SF State Nursing goal statement essay questions.
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. 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 in one document. 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.

➢ GMSN applicant must upload the completed Prerequisite Grid.

Privacy Statement

Designations

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

School of Nursing
1600 Holloway Avenue, BH 371
San Francisco, CA 94132-4161

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Name: SF State ID:

GMSN Prerequisite Course Grid

Type the requested course information onto the grid and upload this page into the Document Upload section of NursingCAS.

Tip: Holding the Shift key and then hitting the Enter key will provide a second line in each box.

Prerequisites	Course Number And Course Title	Semester or quarter the course was taken	School at which the course was taken	Lecture Grade	Lab Grade (if taken separately)
Microbiology w/ Lab					
Human Anatomy w/ lab					
Human Physiology w/ lab					
Survey of Chemistry w/ Lab					
Oral Communication					
Written Communication					
Statistics					
Critical Thinking					