

It is your responsibility as an applicant to be aware of all relevant application requirements. If you have questions that are not answered in these instructions or on the School of Nursing website (<http://nursing.uw.edu>), contact Student & Academic Services at 206.543.8736 or asknursing@uw.edu.

BEFORE BEGINNING YOUR APPLICATION

To learn how the ABSN admissions committee reviews each part of the ABSN application, we recommend listening to our online information session at

<https://nursing.uw.edu/prospective/visit/absn/>.

You are eligible to apply to the ABSN program if you have:

- A baccalaureate degree in a non-nursing field, OR have enough time to complete a bachelor's degree in time to start the program in Autumn 2021
- A cumulative college-level Grade Point Average (GPA) of 2.8 for **all** completed coursework
- A minimum grade of 3.0 ("B") in each ABSN prerequisite course, including all Natural World courses, Lifespan Growth & Development, and Statistics
- Completed a minimum of three of the Natural World prerequisite courses with a grade of 3.0 or higher at the time you submit your application
- A demonstrated understanding of professional nursing (we have waived the minimum 100 volunteer/clinical experience hours requirement for Autumn 2021 applications due to COVID-19 social distancing).
- Proof of English language proficiency: <https://nursing.uw.edu/programs/degree/absn/international/>

DEADLINE

The deadline for Autumn 2021 admission is 11:59 p.m. Pacific Time, October 15, 2020. We do not accept late applications.

HOW TO APPLY

There is no fee to submit the UW School of Nursing application. However, if you are admitted to the ABSN program and accept our offer of admission, you are required to pay:

- a non-refundable deposit to UW Professional & Continuing Education to hold your space in the program at the time you accept our offer of admission
- to run a background check through a private national background check agency specified by the School

You will complete the ABSN application online. In your application, you will submit:

- College transcripts
- One letter of recommendation
- Your resume
- A personal statement
- An optional statement
- Acknowledgment of the required online proctored essay
- Acknowledgment of SoN policies, including an annual background check

We recommend composing your written responses and resume in a word processor to copy and paste into your online application.

Once you submit your application, your application is no longer accessible. **Review your application for accuracy before submitting it.**

All applicants who submit an online application are required to write a proctored essay.

All applicants who are admitted or waitlisted for the ABSN program, including those who have previously earned a degree from the University of Washington, must submit a **post-baccalaureate application** to the University of Washington Seattle campus.

Do not apply to UW Seattle until you receive notification of admission to or placement on the waitlist for the ABSN program in mid-December.

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APPLYING TO ABSN WITH EARLY DNP ADMISSIONS

If you are applying to the ABSN program with an early admissions decision for our Doctor of Nursing Practice (DNP) Nurse-Midwifery track, send an email to sonapply@uw.edu, so we know to track both applications.

CREATE AND LOG IN TO YOUR ONLINE ACCOUNT

1. Go to <https://admissions.nursing.uw.edu/undergrad-applications/>.
2. If you previously completed our online undergraduate program application, click “Log in.” If you applied before using our paper-based application, or have never applied to the UW School of Nursing, click “Create account.”

Apply to the UW School of Nursing

Prospective students interested in applying to either the Accelerated Bachelor of Science in Nursing or Bachelor of Science in Nursing program will create an account and complete an application through our online service.

Applicants who have previously applied to the UW School of Nursing on paper-based applications should create a new online account to apply.

Create account Create a new online account to begin the application process.	Log in Log in to your account using two-factor authentication.
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Create a new account

To create a new account, enter a valid email address and password. Use an email account that you can check regularly; **you will not be able to change this once your account is created.**

Passwords must include:

- At least ten characters
- One upper-case letter
- One lower-case letter
- One number
- One special character (e.g., ! @ # \$ *)

Click the “Create account” button to send a verification email to the email address you entered. Click the link in the email you receive to verify your account.

Log in to your account

Once you have verified your account, you will be able to log in and begin your application.

Log in to your account

Email

Password

[Forgot your password?](#)

Two-factor authentication

You will use two-factor authentication each time you log in. You can have verification codes sent to either the email address you entered above or to a mobile device.

If you choose to receive codes via a mobile device, remember that standard text messaging rates apply.

Send me a security code

Choose how you want to receive your security code. Please note that codes sent to your email account may take slightly longer to receive than codes sent to your mobile device.

NOTE: For codes received by your mobile device, mobile carrier text messaging rates may apply..

1. Choose how you want to receive the code and click "Submit."
2. You will receive a 6-digit code. (Your email account may take slightly longer to receive codes than codes your mobile phone.) Enter this code and click "Submit."

Verify your account

Enter the security code you received below.

Code

3. If your code expires before you enter it, click the *Back* button in your browser and click the "Submit" button again to re-send the code.

Online accounts home page

Once logged in, you will see the School of Nursing Online Applications home page. There are two sections:

- I. Personal information (name, address, academic history)
- II. Your program application

SON Application home

Part I - Personal Information

Complete the personal information section with your name, address information, and academic history.

Part II - Your Application

Create a new application for your program of choice during the open application period. You will first complete the Natural World section to determine your eligibility to apply. If eligible, you will continue on to complete the remainder of the online application.

If you are not eligible to apply at this time, we encourage you to re-apply at a later date once you have:

- Completed the minimum number of courses, or
- Re-taken any courses that do not meet the minimum grade requirement

Application Deadlines

[ABSN - Accelerated Bachelor of Science in Nursing](#)

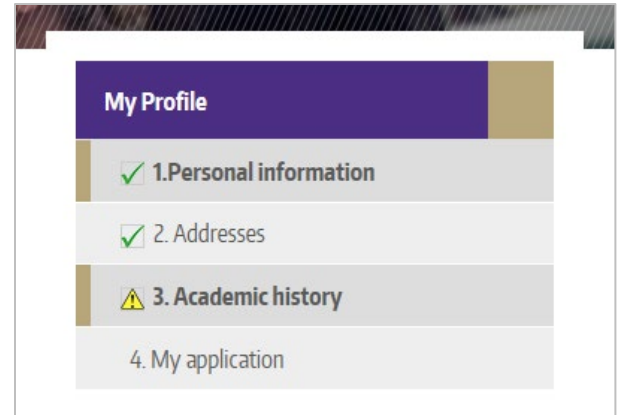
Application Deadline:
Monday, July 30, 2018
9:50 AM

PART I: PERSONAL INFORMATION

The **Personal Information** section includes:

1. Your name, residency status, etc.
2. Your contact information
3. Your collegiate academic history

A green checkmark will appear in the right-hand navigation when you have completed a section.



Personal information

In the **Personal Information** section, enter as much information as you are willing to share with the UW School of Nursing. The only fields that are required are:

- Legal First Name
- Legal Last name
- Date of Birth
- Phone Number (if you have opted to receive your two-factor authentication codes via mobile phone, that number will appear here)

We collect information like gender and ethnicity for demographic purposes only. Your admissions decision is not affected by whether or not you choose to include this information.

Your addresses

All applicants must have a current and permanent address on file. Emergency contact information is used only in the event we cannot reach you at your current or permanent address.

1. Click “Add new address.”
2. Choose the country, state/province, and finally, the city of your address.
3. Next, enter the street address and postal code.
4. Indicate if this address is your Current Address, Emergency Address, or Permanent Address. (One address can be all three.)
5. Click “Add address” to save.

Fields marked by a “*” are required.

Country	<input type="text" value="United States"/>	*
State/Province	<input type="text" value="Washington"/>	*
City	<input type="text" value="Seattle"/>	*
Address Line 1	<input type="text"/>	*

Check all that apply, you **must** choose at least one. *

Current Address	<input checked="" type="checkbox"/>
Emergency Address	<input checked="" type="checkbox"/>
Permanent Address	<input checked="" type="checkbox"/>

The address you just added will now appear on the main *Your Addresses* page. You can use the Edit or Delete links to make updates. (If you have designated a single address to multiple categories, you will need to edit each address separately.)

Your Addresses

All applicants must have a current mailing address and permanent address on file. Emergency contact information is used only if we cannot reach you using the contact information given for your mailing or permanent addresses.

All three addresses have been created. You may edit or delete each.

Emergency Address	Permanent Address	Current Address
Address: 1959 NE Pacific Street	Address: 1959 NE Pacific Street	Address: 1959 NE Pacific Street
Address Line 2: Room T-301	Address Line 2: Room T-301	Address Line 2: Room T-301
City: Seattle	City: Seattle	City: Seattle
State /Province: Washington	State /Province: Washington	State /Province: Washington
Postal Code: 98195	Postal Code: 98195	Postal Code: 98195

WHAT IF MY CITY/STATE/PROVINCE ISN'T LISTED?

Contact Student and Academic Services at 206.543.8736 or asknursing@uw.edu, and we will update our system.

Academic history

Entering college information

Enter all colleges/universities you have attended or plan to attend before enrolling in the ABSN program.

You must enter at least one college/university before you can begin a program application. **Please do not include high school information, even if you took college-level coursework there.**

Academic history

List all colleges and universities you have ever attended, are currently attending, or plan to attend prior to enrollment, including the University of Washington.

Upload transcripts for all schools you have attended.

[+ Add a New Record](#)

School Name:	Degree Earned	Field of Study	Transcript
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<< Addresses Application >>

1. Click “Add a New Record.”
2. Begin typing the name of your school in the *School Name* field. A list of schools currently in our system will appear after you have entered at least five characters.

School Name	University of Wash ×
Begin Date	University of Washington, Seattle
End Date	University of Washington, Tacoma
Degree Earned	University of Washington, Bothell
	University of Washington, Professional & Continuing Education
	Choose a degree earned ▼

Degree earned is required

School search tips:

- Do not search for abbreviations (e.g., UW Seattle, WSU); instead, spell them out (e.g., University of Washington, Seattle; Washington State University)
 - What you type in the field can appear anywhere in the name search (e.g., “California” = California State University, Los Angeles; University of California, San Francisco, etc.)
 - If you have tried entering different parts of your school name and it still doesn’t appear in the list, enter the full name of the school and continue to complete the rest of the information
3. Enter the *Beginning* and *End* dates (the end date is not required if you are still attending that school).
 4. Enter a degree only if you have already earned one at a school. If a degree is in process or you do not plan to earn a degree at that school, choose “No Degree/Certificate Earned.”
 5. If you earned a degree or certificate, enter the date it was received (do not enter dates in the future if you have not yet received a degree or certificate).
 6. Enter your field of study/major (e.g., Biology, Psychology, English).
 7. Choose the academic calendar for that school, either Quarter or Semester.

- If the school you attended awards **units** instead of quarter or semester credits, convert these to quarter or semester credits. If you don't know if your school awards units, your transcript will most often show credits in the form of 1, .5, or .25 for every course. The reverse side of your transcript or your school's website should provide a guide for converting these to quarter or semester credits.
 - For unit schools, select quarter or semester (whatever you convert the units to) and remember this choice for your application.
8. Enter the cumulative **college-level GPA for this School** from the summary at the end of your transcript. Courses numbered 100 and higher are considered college-level. Make sure you find the correct GPA on your transcripts if you took classes below college-level.
- Do not include any transfer credits/GPA; look for "Total Institution" and not "Overall" if your transcript includes more than one School.
 - **If your school awards units**, enter the GPA as shown on the transcript (do not convert it).
 - **If your School provides evaluations** instead of decimal grades, leave this field blank.
9. Enter the total grade/quality points for this School from the summary at the end of your transcript. This number is usually the largest in the transcript summary.
- **If your school awards units instead of quarter or semester credits**, multiply the number from your transcript by the conversion guide provided by your School. For example, the transcript lists 100.5 grade points. It also shows that 1 unit = 4 semester credits. Multiply 100.5 by 4 to get 402 grade points on a semester system. Enter this converted number into the *Grade/Quality Points* field and make sure you have selected **Semester** as the academic calendar in Step 7.
 - **If your School provides evaluations** instead of decimal grades, leave this field blank.

WHAT IF GRADE/QUALITY POINTS AREN'T LISTED ON MY TRANSCRIPT?

To calculate quality points, multiply your cumulative GPA by the credits earned. Alternatively, you can calculate your GPA by dividing the grade/quality points by the credits earned or calculate the credits earned by dividing the quality points by your cumulative GPA.

Examples:

3.35 GPA x 160.0 graded/GPA credits earned = 536 grade/quality points

3.89 GPA x 83.0 graded/GPA credits earned = 322.9 grade/quality points

10. Click "Add school" to add this School to your academic history.
11. Repeat this process to enter every college or university you have attended or plan to attend before enrolling in the ABSN program.

If you are a re-applicant and have taken additional courses at a school since your previous application, please delete the original transcript image(s) and upload updated copies.

For more detailed information on how to locate this information on your transcripts, view our tutorial at <https://nursing.uw.edu/ugrad-gpa-entry-how-to/>.

Uploading transcripts

Request a transcript from every college or university you have ever attended, including the University of Washington, even if you only took one course there. **Do not submit high school transcripts.**

You will upload these for every school you have attended, *even if credits from one school appear on the transcript of another.*

We accept official or unofficial transcripts.

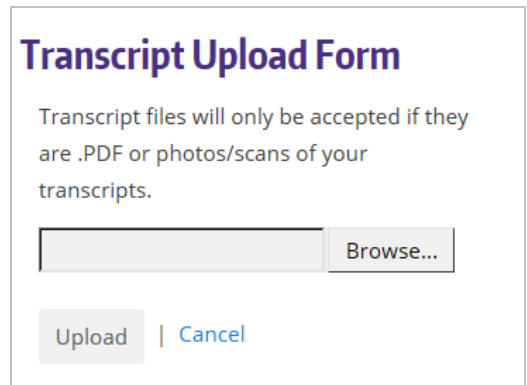
If you attended a university or college outside of the U.S.,

you must include a foreign transcript evaluation, not the original foreign transcripts. Visit <https://nursing.uw.edu/programs/degree/absn/international/> for available foreign transcript evaluation services.

A yellow warning icon will appear in the right-hand navigation if a school is missing a transcript.

If you have not yet attended a school, you are not required to upload a transcript and can ignore this warning.

1. Scan or take a high-quality, **legible** photo of each transcript page and saved the image as a PDF or JPEG file type on your computer or mobile device.
 - For each transcript, include **one** copy of the reverse side of the transcript (please don't include the reverse side more than once for multiple-page transcripts).
2. The main *Academic History* page will list each School you have entered.
3. To upload a transcript to a school record, click the blue **Upload Transcript Scan** link.



School Name:	Degree Earned	Field of Study	Transcript
University of Washington, Seattle Edit Delete	BA	English	Transcript file needed Upload Transcript Scan

4. On the *Transcript Upload Form* page, click "Browse..."
5. Navigate to where your scans/photos are saved and click on the file name.
6. Click "Upload."

7. The file will be attached to your School. You can click the name of the file to open a copy and make sure what you have uploaded is legible, accurate, and complete.
8. You can either add another file if you have multiple images or click the link “Back to Schools Attended.”
9. You can add to or update your transcripts at any time.

WON'T MY OFFICIAL TRANSCRIPTS BECOME UNOFFICIAL IF I OPEN THEM?

Because you will need to refer to your transcripts to enter your academic information in the “Colleges/Universities Attended” section and upload a copy of each transcript to your online application, we accept open official transcripts.

TIPS FOR UPLOADING TRANSCRIPTS

- Include all pages of the transcript for one School in **one** file whenever possible.
- Rotate all pages, so they are right-side-up when you open the file.
- Review your transcripts after taking a photo or scanning them to make sure they include all of the information, and that information is legible.
- If you attended multiple schools, review your files after upload to make sure they are attached to the correct School.

DO I NEED TO UPLOAD A SCHOOL TRANSCRIPT I HAVEN'T ATTENDED YET?

If you plan to attend a new school between now and the start of the ABSN program, you may not have a transcript when you apply. **We do not require a transcript for those schools.**

A yellow “warning” symbol will appear next to the Academic history item of the right-hand navigation, indicating a missing transcript. This icon is informational only; you can still submit your application.

If we admit you to the ABSN program, however, you must provide those transcripts as proof of completion of any outstanding prerequisite courses or degrees.

PART II: YOUR PROGRAM APPLICATION

Once you have completed the personal information section, you are ready to begin your program application.

Click **My application** in the right-hand navigation. From the home page, you can also click either the program name in the right-hand column or the “Part II – Your Application” link.

Starting or continuing an application

1. The *My Program Applications* page shows in-progress applications or allows you to create a new application.
2. To begin a new application, click “Create a new application” in the appropriate program box.
3. Verify the program you wish to apply to and click “Begin a new application.”
4. The *My Program Applications* page will show your new application. Click the “Continue” button to begin.

Natural World required courses

You must have at least 3 Natural World courses completed with a grade of 3.0 (“B”) or higher **at the time you apply**. These courses include:

1. General Chemistry
2. Organic Chemistry
3. Human Anatomy (or Anatomy & Physiology Part I)
4. Human Physiology (or Anatomy & Physiology Part II)
5. Nutrition
6. Microbiology

You must complete **all** these courses by the time you enroll in the ABSN program.

- Courses taken Pass/Fail or Credit/No Credit do not count toward the Natural World prerequisites.
- You must enter a course for each requirement to continue with your application.
- **List one course per requirement, even if it was part of a series.** Do not combine credits or average grades between multiple classes.

UW Seattle-only courses

If you have completed or will complete both CHEM 120 (General Chemistry) *and* CHEM 220 (Organic Chemistry) at the University of Washington Seattle campus, an additional line will appear for CHEM 221. We require this course as part of the three-course chemistry series. (If you took other general and organic chemistry courses at UW Seattle, mark the CHEM 221 line as “Not taken yet.” We will know to ignore this line during the review.)

If you have completed or will complete your Human Physiology course at the UW Seattle campus, a line will appear for the Physiology lab, which UW Seattle grades separately.

These courses do not count toward the 3-course minimum, and we do not require them from the equivalent courses completed at the UW Bothell or UW Tacoma campuses.

Entering course information

1. Click the **Add** link next to the course you wish to enter information for.

	Subject	Course Prefix and Number	Quarter/Semester Taken	Year Taken	College/University where course was/is to be completed	Course NOT taken	Calculated credits	Grade: Must be a decimal grade
Add	General Chemistry (5 credits)	Example: CHEM 120						Add this course to your record to continue.
Add	Organic Chemistry (5 credits)	Example: CHEM 220						Add this course to your record to continue.
Add	Human Anatomy or A&P Part I (5 credits)	Example: BIOL 241						Add this course to your record to continue.
Add	Human Physiology or A&P Part II (5 credits)	Example: BIOL 242						Add this course to your record to continue.
Add	Nutrition (3 credits)	Example: NUTR 200						Add this course to your record to continue.
Add	General Microbiology (5 credits)	Example: MICROM 301						Add this course to your record to continue.
Add	Microbiology Lab	Example: MICROM 302						Add this course to your record to continue.

Current GPA: 0.00

2. Enter information for Natural World courses you have completed or plan to take:
 - Course prefix and number (e.g., CHEM 120)
 - The year and quarter/semester you completed or will complete the course
 - The School where you completed or will complete the course (the dropdown list will show schools you have listed in your Academic History)
 - The number of course credits, even if you have not completed the course
 - The decimal grade earned
 - Use the chart provided to convert letter grades to decimals
 - If your School provided a narrative evaluation instead of a letter or decimal grade, check the box labeled "Descriptive Evaluation/AP Credit Earned"
 - If you completed the course at a school **outside of Washington state**, copy and paste a short course description into the field provided
3. Click "Save Course" to save and return to the main list.

Microbiology lecture & lab

While many schools combine Microbiology lecture and lab credits and grade earned, some schools, such as the University of Washington, do not.

If your School included the lab with your lecture grade/credits, check the box labeled “Lab was included with lecture” and save the course. This checkbox will automatically complete the line for the Microbiology lab and allow you to continue your application.

Confirming your application eligibility

Once you have entered information for each Natural World course requirement, a message below the table will show if you are eligible to continue your application.

If you meet the minimum requirements, click the button to continue to the **Additional Required Courses** section of the application.

If you do not meet the minimum requirements, make sure:

- You have completed at least three of the six required courses (CHEM 221 and labs do not count towards the minimum)
- You meet the minimum GPA requirement (3.0 minimum for each Natural World course)

Additional required courses

ABSN applicants must complete two additional courses before enrolling:

1. Lifespan Growth & Development/Developmental Psychology
2. Statistics

Enter the course information as you did for the Natural World courses.

Once complete, the remaining application sections become visible in the right-hand navigation menu.

DO PREREQUISITE COURSES HAVE AN EXPIRATION DATE?

No, there is no expiration date for prerequisite courses. However, you may wish to re-take a course if you feel you need a refresher before you begin the program.

WHAT IF I TOOK A COURSE IN MULTIPLE PARTS?

Please list only ONE course per line; do not combine credits or average grades between multiple classes. We will see on your transcript if the course was part of a series.

WHAT IF A COURSE DOESN'T MEET THE MINIMUM CREDIT REQUIREMENT?

If you have taken a general course for the subject (and not a specialized course, usually for a smaller number of credits), you should use the “required” credits only as a guideline.

Also, remember that three semester credits are equivalent to 4.5 quarter credits, which is close enough to 5 quarter credits.

WHAT IF A COURSE HAD A SEPARATE LAB?

We ask you to include lab information only for:

- Microbiology, if graded separately from the lecture
- Physiology, if you completed this course at UW Seattle **only**

Do not combine lab courses or grades for any other prerequisite courses.

Resume, Personal Statement, and Optional Statement

We recommend writing your resume, personal statement, and optional statement in a word processor. You can copy and paste the text, including basic formatting, into your online application.

- **Tip:** Avoid using any of your word processor’s pre-set formatting for headers, sub-headers, and paragraphs. The online application has specific styling for headers and paragraphs that will affect how your text appears after copying and pasting it.

To add your text to your online application:

1. Click the blue link “Create a new Resume/Personal Statement/Optional Statement.”
2. Compose your text in the field provided or copy and paste text from a word processor into that field.
3. Click the button to “Add this Resume/Personal Statement/Optional Statement.”
4. The index page will show the date you updated each requirement, including the text you entered.

Resume

The resume familiarizes application reviewers with your experiences and training relevant to the nursing program. You should *describe* the specific activities and responsibilities of your experiences; do not just list them. You want to present yourself as a good candidate for the profession of nursing and the ABSN program.

Compose a resume of no more than 1,000 words, organizing it according to the categories below. Set the resume up professionally, with your name and current address at the top.

Include the following information for each experience:

- Name of agency/hospital/clinic
- Location
- Dates
- Total hours
- A short, detailed description of your activities/responsibilities
- Contact names, phone numbers and email addresses when requested (see below)

Include **only** the following categories:

Healthcare or Other Professional Experience: Volunteer or paid work that reflects experience relevant to nursing practice should be listed, particularly experiences in health settings **within the past three years.**

Include your supervisor's name, phone number, and email address. Examples of relevant non-healthcare experiences include but are not limited to: roles that demonstrate skills with prioritization or organization (e.g., administrative positions), leadership (e.g., supervisory role), natural world knowledge (e.g., working in a laboratory setting), other types of professional service (e.g., teaching), or formal/informal caregiving.

Community Involvement/Service: Active participation in a group/community, such as a student organization, neighborhood club, church, etc. Include any appropriate contact names, phone numbers, and email addresses.

Leadership/Teaching Experiences: Include situations where you have taken the lead, overseen a particular effort, or have trained individuals or groups. Include any appropriate contact names, phone numbers, and email addresses.

Healthcare Training, Licenses, or Certificates, if applicable: Examples include:

- CPR training
- HIV/AIDS education
- Licenses/certificates for:
 - Nursing Assistant Certified (CNA)
 - Licensed Practical Nurse (LPN)
 - Doula
 - Mental Health Counselor

Include the training date(s), provider(s), and license/certification number(s) when applicable.

Non-English Language Proficiencies, if applicable: For each language, indicate at what level you can speak, write, and read. For example:

- Speaking ability: native, fluent, basic, very basic
- Writing ability: native, fluent, basic, very basic
- Reading ability: advanced, comprehension at the college level, comprehension at the grade school level, basic, very basic

Personal statement

Respond to **all four** questions below in your personal statement. Your statement should be no more than 1,500 words total for the first three responses, and 250 words or less for the fourth response.

1. Explain your interest in nursing practice, using the American Nurses Association's definition of nursing below. Describe an example of how you observed this role applied and how you might demonstrate this role in your future nursing practice. How did you gain an understanding of the nursing role? Describe your experience.

Nursing is the protection, promotion, and optimization of health and abilities, prevention of illness and injury, facilitation of healing, alleviation of suffering through the diagnosis and treatment of human response, and advocacy in the care of individuals, families, groups, communities, and populations.

2. Reflect upon and describe a strength and a weakness you have identified about yourself in the context of your work or volunteer experience. Self-reflection about weaknesses and opportunities for improvement is as important as the identification of a strength. Provide at least one specific example and describe the setting, duration of the experience, skills learned and applied, and how your interactions with others (e.g., health care professionals, patients, and their families) have helped you clarify your future aspirations as a nurse.
3. Cultural humility is an essential aspect of healthcare and nursing. Cultural humility includes three principles:
 - a. Lifelong learning and critical self-reflection,
 - b. Recognize and mitigate power imbalances inherent in our healthcare system, and
 - c. Institutional accountability, where the institution has to model and support these

Describe a healthcare experience when you worked with a patient, family, community, or population much different from yourself and where your beliefs and values differed in some way. Describe how you applied these three principles of cultural humility, or what, if anything, you would do differently if faced with a similar situation.

4. A typical quarter in the ABSN program consists of ~22 credits and requires approximately 70 hours per week to succeed. You are expected to make a full-time commitment for 12 months and, during that time, you must be available early mornings, daytime, evenings, and weekends for clinical, laboratory, or classroom instructions. Explain in 250 words or less:
 - a. Why you have chosen this type of program
 - b. How you have prepared yourself to meet these program requirements
 - c. Other ways you are prepared for the ABSN program
 - d. What do you anticipate will be your greatest challenge during this program?

Optional statement

If you think your transcripts, resume, or admissions questions do not accurately reflect your abilities and readiness for study in the ABSN program, or if you have any breaks in education or employment, you may explain why in an optional statement.

Your optional statement should be no more than 500 words.

Letter of recommendation

You will include one letter of recommendation with your application. You may wish to make time to sit down and discuss this letter with your recommender. Arrange for your letter of recommendation well in advance of the application deadline.

An ideal candidate to write your letter of recommendation is someone who has worked with you (e.g., in a work, volunteer, or academic experience) and knows you well enough to speak to your professional qualities and potential as a future nurse. The individual should be able to answer **all** the following questions:

1. Please describe how you know the applicant.
2. Give an example of how the applicant addresses issues of diversity. Are they sensitive to diversity issues? Are they willing to engage in patient care delivery in all settings? Are they able to deliver care to all patient populations? Give examples of each, if possible.
3. Does the applicant, in your opinion, know that their values, attitudes, beliefs, emotions, and experiences affect their perceptions and relationships with others? Provide an example.
4. Give an example of how the applicant does or does not demonstrate problem-solving skills. In your opinion, does the applicant have the maturity and emotional stability to function effectively under stress? If you observed the applicant dealing with conflict or crisis, please describe the situation and how the applicant handled it.
5. Give an example of how the applicant does or does not function as a member of a team in diverse interpersonal, academic, community, and working environments.
6. Nursing is defined as “the protection, promotion, and optimization of health and abilities, prevention of illness and injury, facilitation of healing, alleviation of suffering through the diagnosis and treatment of human response, and advocacy in the care of individuals, families, groups, communities, and populations.” What qualities have you observed in the applicant that would make them a successful nurse? What qualities and traits does the applicant possess that would make them a successful professional nurse?
7. What are some areas on which you think the applicant could improve?

Family members or close, personal friends cannot write your letter of recommendation.

To request a letter of recommendation:

1. Click “Make a New Recommendation Request.”
2. Enter your recommender’s name, title, email address, and phone number.
3. Indicate if you wish to waive or retain your right to review your letter of recommendation **if we admit you into the ABSN program.**

4. Click "Submit Request."
5. Your recommender will receive an email with a unique link where they will submit your letter of recommendation online. This unique link will expire two weeks from the moment you submit your request **unless they receive their unique link within two weeks of the application deadline.**
 - Letters of recommendation requested within two weeks of the application deadline will only have until the application deadline to submit their letter; **we cannot accept late recommendation letters.**
6. You will receive an email notification when your letter of recommendation is successfully submitted. You will also see a green checkmark in your application's right-hand navigation when it is complete.
 - If you do not see a confirmation within two weeks of submitting your request, you will need to re-send the request manually or choose a new recommender.

CAN I SUBMIT MY APPLICATION WITHOUT MY RECOMMENDATION LETTER?

Yes, you may submit your application without your letter of recommendation **as long as you have sent the request to your recommender.**

You **may** need to re-request your letter if the original link expires. You may also choose a different recommender if your original recommender cannot submit the letter for any reason.

We must receive letters of recommendation **by the application deadline. WE CANNOT ACCEPT LATE LETTERS OF RECOMMENDATION.**

CAN I SUBMIT MORE THAN ONE LETTER OF RECOMMENDATION?

No. The admissions committee will only review one letter per applicant. It is up to the applicant to choose the recommender they feel will best speak to how they will succeed in the nursing program and profession.

Proctored essay information

All ABSN applicants are required to complete the proctored essay. The ABSN proctored essay will be conducted online and will take place on **Wednesday, October 21, 2020.**

Details will be posted on the School of Nursing website when available:

<https://nursing.uw.edu/programs/degree/absn/apply/>

There are no early or make-up sessions for the proctored essay.

You may also request disability accommodations for writing the proctored essay if needed. You must request disability accommodations by the application deadline.

1. Click "Review the proctored essay requirement."
2. Review the information on the page and click the button next to, "I acknowledge..."
3. If you require disability accommodations, check the box marked "I require disability accommodations...."
4. Tell us the type of accommodations you have been granted (e.g., time and a half for math).
5. If you are completing the proctored essay at the UW Seattle campus, email a copy of the report specifying the type of accommodations you have been granted to sonapply@uw.edu.
6. Click "Submit acknowledgment."

Essential qualifications

Review the ABSN/BSN **Essential Qualifications for Admission, Continuance, and Graduation**. ABSN applicants must agree to adhere to these policies if they are admitted to the program.

1. Click "Review and acknowledge the Essential Qualification for Admission, Continuance, and Graduation."
2. Review the essential qualifications using the scroll bar on the text field.
3. Click the box marked "I understand and acknowledge the ABSN/BSN Essential Qualifications."
4. Click "Submit acknowledgment of Essentials."

Background check acknowledgment

UW nursing students must complete an annual background check to attend clinical sites. If admitted to the program, you must authorize the UW School of Nursing to receive and provide your background check results as needed to clinical facilities.

1. Click "Submit your background check acknowledgment."
2. Review our background check policy.
3. Click "Submit background check acknowledgment."

Submitting your application

Review your application materials carefully before submitting your application. Once submitted, you cannot access your application.

Before submitting your application, you will review a Statement of Understanding:

1. Click "Review the Statement of Understanding and submit your application."
2. Use the scroll bar to review the Statement of Understanding.

3. Click the box marked "By checking this box..."
4. Click "Submit my application."

Once submitted, you can view the date and time we received your application, and you will receive an email message acknowledging your submission.

You may continue to edit personal information, such as your name, addresses, and academic history. However, you will not be able to delete any schools from your academic history once you submit your application.

WHEN WILL I FIND OUT IF YOU ADMITTED ME INTO THE PROGRAM?

We will send email admissions notifications around mid-December.