



These are the application instructions and eligibility requirements for the RN-MSN program and FNP concentration at SF State. Please read the information provided and follow the instructions while typing the requested information on the application form at the end of this packet. Incorrect or incomplete applications will not be reviewed.

THE APPLICATION PERIOD BEGINS ON AUGUST 1st AND ENDS ON NOVEMBER 1, 2011.

Applications must be postmarked no later than the above deadline; those postmarked after the deadline are considered late and will not be reviewed.

ELIGIBILITY REQUIREMENTS

Applicants must meet the following criteria to be eligible for review by the School of Nursing:

- 1) Be eligible for [Graduate Studies at SF State](http://www.csumentor.edu). An application to the University must be submitted via CSU mentor, www.csumentor.edu, for eligibility to be determined.
- 2) Have scored 4 or higher on the Analytical Writing portion of the GRE by the time of application.
- 3) Have a valid California RN license.

APPLICATION INSTRUCTIONS AND GUIDANCE

PART I. PROGRAM CHOICE AND DEMOGRAPHIC INFORMATION

- A. Use the drop down menu to select the program to which you are applying.
 - Ensure the program selected on this School of Nursing application corresponds with the program selected on CSU Mentor.
 - RN-MSN applicants should select "Nursing (RN MSN) MS" on the CSU Mentor application.
 - RN-MSN FNP concentration applicants should select "Nursing Family Nurse Practitioner MS" on CSU Mentor.
- B. Use the drop down menu to select your intended graduate area of emphasis.
Note: RN-MSN FNP concentration applicants do not complete this section.
- C. Please indicate if you are a master's degree applicant or a certificate applicant.
- D. Last name: indicate your legal name.
- E. First name: indicate your legal name.
- F. Middle name or initial (optional)
- G. Other legal names which you have used: please indicate marital names, previously used names so that we can be sure that all transcripts and information are matched with the appropriate recorded.
- H. SF State ID number: indicate your SF State ID.
An SF State ID number will be assigned to you after the CSU Mentor application has been submitted. ***We therefore recommend you submit the CSU Mentor application prior to submitting the School of Nursing application.***
- I. Demographic Information: this information is optional and is not used for candidate selection or as part of the admission process but rather is helpful to the School, College and University in describing our applicants to others and for reporting aggregated data to state and national accrediting bodies.
 - I1. Gender: Please select the appropriate box.
 - I2. Ethnicity: Please select your ethnicity or specify.
- 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).

PART II. ADDITIONAL MATERIALS

In addition to your GPA, the School of Nursing will review the supplemental criteria noted below.

- A. Statement of goals. 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?

- B. Letter of recommendation and reference form (page 4 of the this application). A total of three letters from professional references each with a reference form are required.
 -Enter your name at the top and indicate whether or not you waive access to the recommendation at the bottom of the reference form.
 -Recommenders should return the letters of recommendation and reference forms directly to you, the applicant in a sealed envelope. The sealed reference forms and corresponding letters of recommendation must subsequently be submitted with the nursing application packet. **Letters of recommendation and reference forms should not be sent directly to the School of Nursing unaccompanied by the nursing application packet.**
- C. Current résumé or curriculum vitae
- D. GRE Analytical Writing Score. An official score report should be sent to the San Francisco State University Office of Graduate Admission; code: 4684. Include a copy of your score report with this School of Nursing application.
 -Contact Educational Testing Service (ETS) for information about scheduling a GRE testing date:
<http://www.ets.org/gre>

ONE ENVELOPE MAILING PROCEDURE

The School of Nursing RN-MSN application and additional materials must be submitted at the same time, in one envelope. Your application packet must be postmarked no later than the application deadline.

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

APPLICANT CHECKLIST

- School of Nursing RN-MSN Application sent to the proper address (signed and dated)
- GRE Report of Scores: A) An official score report has been requested from ETS to be sent to SF State; code=4684
 B) Copy of the GRE Report of Score included with the School of Nursing application
- Copy of your valid California RN license (both sides)
- Goal Statement
- Three letters of reference with corresponding reference forms
- Current résumé or curriculum vitae
- SF State Graduate Admission application submitted via CSU mentor (www.csumentor.edu) and official college transcripts have been sent to the SF State SF State Office of Graduate Admission by November 1, 2011. **Note: It is your responsibility to confirm your SF State admissions status with Office of Graduate Admissions.** <http://www.sfsu.edu/~gradstdy/admission-guideline.htm>

Send the completed nursing admission application to:

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

Have your official transcripts sent to:

Office of Graduate Admission
 San Francisco State University
 1600 Holloway Ave, ADM 250
 San Francisco, CA 94132

 ***You will receive an email confirming receipt of the School of Nursing Graduate Application for Admission within two weeks after the application deadline.***



For Office Use

PART I. PROGRAM CHOICE AND DEMOGRAPHIC INFORMATION

A. Please indicate which program you are applying to.

B. Please indicate your intended graduate area of emphasis.

C. Applicant Status

D. Last Name _____

E. First Name _____

F. Middle Initial/Name _____

G. Other Names _____

H. SF State ID # _____

I. Demographic Information (optional):

I1. Gender:

I2. Ethnicity:

J. Mailing Address _____

K. Email Address _____

L. Phone Number _____

PART II. ADDITIONAL MATERIALS

Attach all requested documents noted in the part II of the instructions.

I hereby certify that all the information I have submitted in this application and in support of my candidacy for admission to the San Francisco State University School of Nursing is complete and true to the best of my knowledge and belief. I understand that knowingly providing false, incomplete or misleading information may be grounds for denial of admission or, if discovered after an offer of admission has been made, for withdrawal of the offer of admission or dismissal from the School of Nursing and San Francisco State University.

Signature _____

Date _____

