

Graduate School Check List for UKHealthcare Nurses, Health Professionals and UK BSN Students

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www.ukhealthcare.uky.edu/career-center/

Congratulations! You have made the decision to apply to graduate school. Here are just a couple of reminders before you push send on your applications:

1. Is this graduate school regionally accredited and accredited by ACEN or CCNE? YES or NO
To verify full accreditation please visit: Accreditation Commission for Education in Nursing (ACEN) <http://www.acenursing.us/accreditedprograms/programsearch.asp> or Collegiate Commission on Nursing Education (CCNE) CCNE - http://directory.ccnecommunity.org/reports/rptAccreditedPrograms_New.asp?state=OH&sFull Name=Ohio
2. Will UKHealthcare pay for me to go back to school for a post-master's Certificate, MSN, DNP or Ph.D?? YES or NO
 - a. If you plan on attending UK for graduate school you will want to complete paperwork with UK Employee Benefits (EEP) program. Here is the link to the fillable form: <https://www.uky.edu/hr/benefits/forms/tuition-waiver-form-for-classes-uk-eeep-form> The person that coordinates EEP is Anita Dawson and if you have any questions please email her at: anita.dawson@uky.edu
 - b. If you plan on attending a graduate program that **UK DOES NOT OFFER** such as midwifery, CRNA, MSN in Nurse Educator (these are just 3 examples), etc. you will want to email Gloria Tyler, UKHealthcare Fiscal Affairs at nursingpayments@uky.edu and complete the Tuition Contract. Make sure you complete the application and state "why" you would like to pursue this type of graduate degree.
3. Is your personal statement or writing sample strong and free of grammatical errors? Does it answer all the questions that the Graduate School Guidelines asked? Is it under the required number of words? YES or NO
 - a. Before writing your Personal or Goal Statements, you will want to review the PowerPoint or video about Writing a Winning Graduate School Personal Statement by Whitney Kurtz-Ogilvie, UK College of Nursing Writing Specialist. It can be found on the UKHealthcare Career Center web page www.ukhealthcare.uky.edu/career-center/ under Education tab. It includes input from actual Graduate School Admissions Committee members from various graduate nursing programs. According to Ms. Kurtz-Ogilvie, "Make sure to do your homework on each graduate program and tailor your personal statement specifically to the school where you're applying. If at all possible, call and speak to someone on the faculty, particularly if there is a faculty member there whose work or research interests you. Then you can mention that conversation in your personal statement. It makes a big impression."
 - b. To have your Personal or Goal Statement reviewed by an expert or to help you get started, you can set up an appointment with the UK College of Nursing Writing Specialist, Whitney Kurtz-Ogilvie whitney.ko@uky.edu
4. Have you requested transcripts from every college or graduate school that you have ever attended? This includes schools that you have only taken one or two classes. YES or NO
 - a. If you are not sure, then you will want to contact the Registrar's Office at your college or university and request that your transcripts be sent to the Graduate School that you are applying. This includes a community college that you might have taken only 1 or 2 classes during high school.
5. Letters of recommendation...have you requested letters from your supervisor, co-worker, faculty member, Academic Advisor, Dean, Associate Dean, former boss or colleague? Do these folks know your accomplishments, dedication to your career, your career goals, etc. YES or NO

a. Did you tell them where to send them and what they are for? Letters of recommendation for graduate school are much different than letters for employment or a promotion. Make sure you give each person a copy of your updated resume or Curriculum Vitae (CV) and when the letters need to be mailed (or emailed to a portal) and what you plan to do with that particular graduate degree.

6. Graduate school deadlines – do you know when the deadlines are for each school? YES or NO

a. Will you have everything in before the deadline? If you plan to apply for a scholarship or financial aid, then you will want to make sure you apply as early as possible prior to the deadline. Once the scholarships are given out, they will not have any more money.

7. Admission Criteria – have you reread all the admission criteria and completed everything? YES or NO

a. Have someone go over everything with you to be sure you have met all the criteria. Once you send or submit then you will want to follow up with the Graduate Admissions Office to see if they have received everything and if your file is complete.

8. Graduate School Interviews – are you ready if they call you for an interview? YES or NO

a. Many selective graduate schools still require a personal interview with a Dean, Program Director of faculty. Schedule a “mock graduate school interview” with Sue H. Strup, MEd, MSN, RN in the UKHealthcare Center before your actual interview date. Please email for an appointment sue.strup@uky.edu

9. Pre-requisite courses – have you successfully taken all the prerequisite courses that are required by the Graduate School that you are applying? YES or NO

10. Standardized Tests – have you taken the GRE, Miller Analogy, GMAT, MCAT, LSAT, or other Standardized Test that the Graduate School is requiring? YES or NO

a. If you did not score the minimum required score, then you will want to look into taking a Review Course and retest.

11. Is your application complete? YES or NO

a. Before you push send, you will want to double check to see if you have answered everything. For most graduate schools, if you do not have a completed Graduate School application, you will automatically be put in the “reject” pile and not even reviewed by the Graduate School Committee. These are just a few items for you to consider when applying to Graduate School.

For more information visit the UKHealthcare Career Center web page:

www.ukhealthcare.uky.edu/career-center/