

Steps to Apply to the DNP Program

Before Starting & Graduate School Application

- Review the Application Requirements above to ensure you meet the requirements
- Ensure that you have applied to the Graduate School for the DNP program. After you prepare/gather your required application materials and list of references, you are ready to apply. The application fee is \$75 and non-refundable. Graduate School Application is open from 8/1 through 11/15
 - Create your [online CollegeNET applicant profile](#).
 - When you get to the “Enrollment Plans” page, type “nursing” into the search box.
 - Select your **PROGRAM** based on the **CAMPUS NAME** (select one) you are applying to. *This will be the campus where you will attend on-campus meeting dates as well as the area in which you will have clinical experiences if admitted.*
 - Select the Term you are applying for.
 - Submit your updated professional curriculum vitae or résumé.
 - Submit your statement of purpose.
 - Provide information about your three references who will submit letters of recommendation for you. Make sure you read the “before you apply” section above so you are clear on what your references need to do.
 - Submit your application.
 - You will receive an email from the College of Nursing Graduate Programs Office acknowledging application submission and what other application materials are outstanding.

Nursing CAS for Secondary Application

- Review the application support documentation below.
 - Additionally, we have [tutorial videos](#) that were made for our prelicensure program. There are some exceptions to the DNP process but it may prove helpful to see how CAS works.
- Select the 'Apply Now!' button at the bottom of this section and select the term that you are applying for (Spring 2023). Click apply to set up your account. Check your junk mail and spam folder for the initial account confirmation to ensure that NursingCAS emails are safely going to your inbox. NursingCAS Application is open from 8/15 through 11/15
- Select “Add a Program.” Search for “Washington State University.” Select your program.
 - There are multiple DNP application options so be sure to review the names of each to ensure you're selecting the correct one. For example, you will see two FNP options – one is for post-baccalaureate and one is for post-masters. Make sure you have the correct one.
 - In NursingCAS, all WSU campuses are combined as Spokane/Tri-Cities/Vancouver/Yakima, WA. After you begin the application, you will be able to select the campus you want to apply for. The campus selection is a

required question so you will have to answer it. Once you submit your application, your campus decision cannot be changed.

- Select the My Application tab to begin filling out your application

Personal Information

- Fill out all 7 sections. Make sure you click “save and continue” at the bottom of each section.
- Ensure that your contact info is accurate – your email is what we use to contact you for issues and info.
- This section is run by NursingCAS – anything that is optional you are welcome to skip without it affecting your application.

Academic History

- Fill out all sections other than standardized test.
- For *Colleges Attended*, click “add a college” and input every college you have ever attended. Complete the questions asked for each college you added. This section will likely take you the most time, though our [tutorial videos](#) has an overview to assist.
- You will need to order official transcripts for every college/university you have attended, including for your undergraduate degree. We recommend ordering an electronic transcript if possible. If your school does not offer electronic transcripts through one of the 3 companies that NursingCAS uses, please follow the instructions for “Option 2: Order a Mailed Paper Transcript.”
- For *Transcript Entry*, input every course exactly as it appears on that institution’s transcript. NursingCAS will reject an application if the transcript entry does not match the transcript.
- We recommend pulling up an unofficial transcript so you can copy over the classes accurately
 - **Note:** If you use the Professional Transcript Entry (PTE) function, please allow a large amount of time for CAS to finish that process. If you are late on a deadline or miss something due to PTE the responsibility is still with you. After you receive notification from NursingCAS that the PTE is complete, you must log back into your application and approve the coursework entry before your application will be submitted.
 - **Note:** do your best with the course subject drop-down. It will not cover every option possible, and as long as it is close enough we will know what you are going for. It is the other components that are blank fields (grades/credits) that are the most important to us.
- Once you have completed the transcript entry, choose to review and finalize your transcripts.
- Ensure that you accurately indicate repeated classes. Type out exactly what is on your transcript.

Supporting Information

- You can opt out of all of these sections, as you instead upload a resume/CV later on.

Program Materials

- Review the home tab first, then fill out the remaining 3 tabs (*Questions, Documents, Prerequisites*)
- For *Questions*, thoroughly read through each and answer appropriately – if you answer yes to a question, and later it turns out you should have answered no, you risk ineligibility.
- For *Documents*, upload your CV/Resume. Also, if you have attended a previous graduate nursing school or another health-related profession school, you must upload a letter from that school that includes a statement regarding your standing at the previous school.

Submitting Your Application

- Navigate to “*Submit Application*” on the top of the page and pay application fee.
Note that the deadline time is 11:59pm EST of that date
- Wait – we will send updates via email.
- Remember – Email us early on if you anticipate any issues. Triple-check the checklist as well, particularly the red sections that cause the most ineligibilities.

Tips for submitting your application

- Select one campus (Spokane, Tri-Cities, Vancouver, or Yakima) you would like to attend. The campus you indicate on your application is where you will be expected to attend in-person classes. If you select one campus and intend to change later, you may lose your place in the program as we cannot ensure space for you at another campus location. Including your current home address will help us to verify you applied at the correct campus.
- Include an email address you check regularly. Most contact during the admissions process will be done via email. Failure to respond may jeopardize your chances for admission.
- Make sure your official transcripts are received by [NursingCAS](#) by the deadline. Please note that a copy of a transcript from **every** college and/or university you have attended will be required.

After you submit your application

- **Make sure that you have also applied to the Graduate School**, which was step 1 in this process. The Graduate School application is required alongside the CAS application to fully matriculate you into the program, following Nursing student recommendations.