

INSTRUCTIONS

We are pleased you are interested in competency-based, interdisciplinary graduate education to enhance your skills and advance your career in health care. Please follow these instructions for completing the application process for admission to one of our graduate programs in nursing or dual-degree programs between Capital's nursing department, School of Management and Leadership, Law School and Trinity Lutheran Seminary.

I. Complete all applicable sections of the following form and submit it with your nonrefundable \$25 application fee. Select one of the four concentrations in nursing or one of the three dual-degree options. Dual-degree applicants must complete two applications and submit application fees for both programs. MBA, law and seminary applications are available at the nursing department or from:

Capital University School of Management 1 College and Main Columbus, OH 43209-2394 614-236-6670	Trinity Lutheran Seminary 2199 E. Main St. Columbus, OH 43209-2334 614-235-4136	Capital University Law School 303 E. Broad St. Columbus, OH 43215-3200 614-236-6500
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II. In a 1-2 page summary, please address a specific vision for your future and how an advanced nursing degree will support your goals. Please incorporate: 1.) the strengths you currently bring to your practice; 2.) a clinical situation you wish to improve; and 3.) why you have chosen Capital University.

III. Submit a résumé or curriculum vita with your application.

IV. Request that official transcripts of ALL previous undergraduate and graduate coursework be sent directly to the address below.

V. International students must take the Test of English as a Foreign Language (TOEFL) and have the results sent directly to the address below.

VI. Ask your three references to submit a completed reference form available online. Possible references include former faculty and your current clinical associates/supervisor.

VII. Students applying for the Clinical Nurse Specialist (CNS) concentration must interview prior to acceptance.

Additional Admission Requirements

1. Current unrestricted, unencumbered Ohio RN licensure
2. BSN or BS in nursing from a CCNE- or NLN-accredited program, **or**
a bachelor's degree from an accredited institution and an ADN from a CCNE- or NLN- accredited program
3. 3.0 undergraduate GPA on a 4.0 scale
4. Undergraduate prerequisites: Statistics and Research Methods

If you have questions regarding the admission process, please contact the Adult and Graduate Education Office.
Telephone: 614-236-6996
Fax: 236-6923

Address all correspondence to: Capital University
Adult and Graduate Education
1 College and Main
Columbus, OH 43209-2394

Personal Data

For admission: Fall Spring Summer Year: 20____

Name _____
(Mr./Mrs./Ms./Miss) (Last) (First) (Middle) (Maiden)

Home address _____
(Street) (City) (State) (ZIP)

Home telephone (____) _____ E-mail address _____ Cell (____) _____

Employer _____
(Name) (Address)

Job title _____ Business telephone (____) _____ Fax (____) _____

Does your employer offer tuition reimbursement? Yes No Not sure

Date of birth _____ Place of birth _____ Citizenship _____

Social Security No. _____ Ohio RN licensure No. _____

Other RN licensure _____ Specialty certification _____
(License number) (State) (Expiration) (If applicable)

Are you Hispanic or Latino? YES NO

Select one or more races:

- American Indian or Alaska native Asian
 Black or African American White
 Native Hawaiian or other Pacific Islander

Religion (optional): _____ (Enter code from below)

Codes:

- | | | |
|--------------------|-----------------------------------|-----------------------------|
| 07. Baptist | 13. Jewish | 15. Other religions |
| 19. Buddhism | 05. LCMS | 10. Presbyterian |
| 01. ELCA | 06. Lutheran-other | 99. Religion not reported |
| 08. Episcopal | 09. Methodist | 14. Roman Catholic |
| 17. Greek Orthodox | 21. Mormonism | 11. United Church of Christ |
| 18. Hinduism | 16. No current church affiliation | |
| 20. Islam | 12. Other Protestant | |

Choice of study:

- Administration Concentrate Dual Degree - MSN/MBA*
 Legal Studies Concentrate Dual Degree - MSN/JD*
 Nursing Education Concentrate Dual Degree - MSN/MTS*
 Theological Studies Concentrate Clinical Nurse Specialist

* Dual-degree applicants must complete two applications and submit application fees for each program.

Application is for: Full-time study Part-time study Mix of full-time and part-time study

How did you learn about our program?

- U.S. mail E-mail Newspaper Radio
 Television Search engine Word of mouth Other (Please specify _____)

List chronologically ALL accredited undergraduate and graduate institutions attended.

Date of Attendance	Name and Address of Institution	Degree Date	Degree Title	Major Field
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

This application must be supported by official transcripts of ALL work completed to date. Please request the registrar of each institution attended to forward your official records to Capital University. For planning purposes, you may submit copies of unofficial transcripts with this application and follow up with official transcripts.

I have completed the following required prerequisites:

- Undergraduate statistics course Yes No
- Undergraduate research methods course Yes No

Academic honors, awards, scholarships received _____

Extracurricular activities _____

Have you previously applied for admission to any graduate program at Capital University? Yes No

If yes, year and college _____ Accepted or Denied? _____

If you attended Capital University in the past, are all of your previous financial obligations fulfilled? Yes No

If no, please explain _____

Have you ever applied, or are you planning to apply, for admission to any other graduate school(s)? Yes No

If yes, give names and dates _____

Have you ever been denied admission to, or been dismissed from, any graduate school(s)? Yes No

If yes, identify school and state reason if known _____

List your last five positions of employment, including part-time (please list in chronological order with most recent first)

Dates		Job Title (Position)	Employer's Name and Address
From	To		
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Military Service History

Sources of funding, excluding employment or tuition reimbursement, for your proposed graduate studies:

Will you be employed during graduate studies? Yes No If yes, how many hours per week? _____

Will you receive tuition reimbursement? Yes No

Are you interested in Stafford Loan information? Yes No

Have you filed the Free Application for Federal Student Aid (FAFSA)?

Yes No If yes, date submitted _____

For international students, a Test of English as a Foreign Language (TOEFL) official score report must be submitted.

Test date _____ Score, if known _____ Anticipated test date _____

Names of three references (former or current faculty or employers) who will be submitting a recommendation form regarding your academic/clinical skills and your potential for success in graduate education:

1. _____
Name, Title
2. _____
Name, Title
3. _____
Name, Title

Have you ever been convicted of or pled guilty to a felony? Yes No (If yes, please attach a statement of explanation.)

I certify this information is true and complete to the best of my knowledge. Misrepresentation or omission of information on this application may jeopardize acceptance and enrollment. I authorize my current and former employers and any schools, colleges or universities I previously have attended to release personal and academic information to Capital University in connection with this application.

Signature

Date

OFFICE USE ONLY

- | | |
|--|----------------------------------|
| <input type="checkbox"/> Administration | <input type="checkbox"/> MSN/MBA |
| <input type="checkbox"/> Legal Studies | <input type="checkbox"/> MSN/JD |
| <input type="checkbox"/> Theological Studies | <input type="checkbox"/> MSN/MTS |
| <input type="checkbox"/> Nursing Education | |

Reviewed by:
Graduate Admissions Committee

_____	_____
Date	Date
Application fee received on	_____
Cash	_____
Check #	_____
Full Admission	_____
Provisional Admission	_____
Denied	_____
	Date

Capital University admits qualified students regardless of race, color, religion, gender, age, disability, or national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the university. Capital University does not discriminate on the basis of race, color, religion, gender, age, disability, or national or ethnic origin in admission, employment, programs or activities.