

Overview of Materials Needed to Apply to the MSN

These are the requirements for Application to the MSN at the College of Nursing

1. **UNM Application/Residency Form and official transcripts** to be submitted to UNM Office of Admissions
2. **Online application for the College of Nursing:** <http://hsc.unm.edu/consg/misc/applications.shtml>
3. **One official transcript from EACH academic institution you have attended**
 - (This includes the University of New Mexico, although one unofficial UNM transcript will suffice.)
 - Do not assume that any transcript is irrelevant to your proposed program of study.
 - **Request that your previous institution(s) send the transcripts directly to you in a sealed envelope.** You will be requesting 2 copies – one for Office of Admissions and one for the College of Nursing. When you call to request your transcripts make sure the individual transcripts are provided in 2 separate envelopes.
 - **DO NOT OPEN THE TRANSCRIPT ENVELOPES.** Those that have been opened or tampered with will be considered unofficial and will delay the admissions process.
 - Please order your transcripts early, so that you do not miss the departmental deadline!
 - **Do not have your transcripts sent directly to the College of Nursing.** Make sure you order them early enough as you will submit them all together in one packet to the College of Nursing by 5 p.m. on the deadline date. Transcripts received after the College of Nursing deadlines will not be considered, and you will need to re-apply. (If the deadline falls on a weekend or holiday, the deadline moves to the next business day.)
4. **Letter of Intent:** This is your opportunity to tell the program faculty about yourself. It need not be extremely detailed, but should provide information about your areas of interest, previous experience, and goals. This will be submitted within the online application process. We have included tips for writing the letter of intent within the online application process.
5. **Recommendations:** Within the online application process you will be asked to provide contact information for 3 recommendation providers who will complete and submit a recommendation form on your behalf.
6. Your current **Resume** will be submitted within the online application process.
7. A copy of your **RN License is** to be sent to the College of Nursing along with your official transcripts.

Note:

RNs with a non-nursing baccalaureate degree have one opportunity to pass a Community Health test prior to the application deadline. It is the applicant's responsibility to make sure the Nursing Advisement office has received a copy of the results within five days of the College of Nursing application deadline. The Community Health Test Guide, and test scheduling procedure, is available within the online application process or @ http://hsc.unm.edu/consg/future/masters_admin.shtml Cost is \$25.

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