Post-Master’s Certificate Application Checklist

The following items are required to apply to the Post-Master’s Certificate program. **ALL items must be received by the nursing application deadline-no exceptions.**

Please read each section carefully.

☐ **Submit application online through SLATE.**

☐ **Application Fee $50.00**-payment will be due before submitting your online application.

☐ **Two Letters of Recommendation**-The letters should be from individuals knowledgeable of your academic and/or professional abilities. Please include contact information. **For those applicants who have been out of nursing school for less than five years, one letter must be submitted by a former faculty member.**

☐ **Resume**-Include education, work experience, professional development, professional, community & volunteer activities, and research and publications.

☐ **Statement of Purpose/Goals**- Include a statement of your educational and career goals.

☐ **Writing Sample**-A two page position paper on a current social or health issue. (APA style)

☐ **Transcripts**-Two sealed transcripts are only required from: a) The college or university granting your MS degree in nursing, except from Georgia State University. b) Any other institution where you enrolled for the purpose of taking graduate-level coursework. The transcripts are required regardless of the length of stay and/or completion of the course(s).

☐ **Entrance Exam**-The entrance exam is waived for Post-master’s certificate applicants.

☐ **For International Applicants**-Please provide all items listed above plus the items listed on this link [http://snhp.gsu.edu/academics-admissions/international-applicants/](http://snhp.gsu.edu/academics-admissions/international-applicants/).

☐ **Official TOEFL Scores**-(For applicants whose native language is not English). If available, please include a copy of your TOEFL score in your application packet. Scores cannot be more than 2 years old from the desired term of entry. Official scores must be reported from the Educational Testing Service prior to the application deadline.

☐ **Experience**-One to two years of clinical practice as a registered nurse (Note: For clinical specialties, clinical practice should be in an area related to the specialty track chosen for master’s program (e.g. 1-2 years in medical-surgical nursing practice to apply for adult health or family nurse practitioner specialty track.)