

Indiana State University  
School of Nursing  
Post-Master's Certificate

How to Apply

Please check the availability of the on-line program in your [state](#).

Questions regarding the admission process or requirements should be directed to ISU's School of Nursing via [email](#).

**Apply to ISU [Graduate and Professional Studies](#).**

*Please note that there is a non-refundable fee for this application.*

1. Create an account for "[First-time users](#)"
2. Select new application
3. Enter "Personal information" and "Citizenship" to ensure you can see all of the programs for which you are eligible to apply. **Skipping this section or not answering questions will disqualify you from select programs.**
4. Under "Graduate Program of Study," you will need to select the following five items:
  - a. Select "Indiana State University Online" under the campus option.
  - b. Select "Nursing" under the field of study.
  - c. Select "Family Nurse Practitioner Post-Masters Certificate".
  - d. Select the term for which you wish to apply.
  - e. Select Student Type for "New Graduate" or "Returning" (if previously enrolled in an ISU graduate program).
5. Complete "Academic History", "Additional Information", and "Military".
6. Under Recommendations, after you have obtained permission to use someone as a reference, enter their name and email address into your application. Send each reference the [Graduate Nursing Recommendation Form](#) (we suggest entering your name and program information before sending). References will receive an email from Indiana State Admissions with a link to upload the completed form. References only need to complete the form. A formal letter is not required.
7. Once you are finished, confirm your intention to apply with "Signature" and "Review" to submit.
8. After you submit the application, upload all of the required program materials listed below.

**Required Program Materials**

**1. Transcripts**

- a. Official transcripts must be sent directly to ISU Admissions from all undergraduate and graduate institutions attended.
  - A master's degree in nursing is required.
  - Applicants must have a graduate GPA of at least 3.0 on a 4.0 scale.
- b. English as second language students must achieve the following TOEFL scores or greater: TOEFL – 550 (PBT), 79- 80 (IBT), or 213 (CBT). The School of Nursing MSN program does not accept alternate English proficiency tests.

**2. Required Program Materials** (application is not complete until all requirements are received)

- a. CV/Resume – This document should include employment history and community service.

- b. Personal Statement – The personal statement is limited to 500 words or less in APA format. It should describe your professional goals and address (1) leadership as a Registered Nurse (RN), (2) community service in your RN role, and (3) your ability to meet the [Post Master’s End of Program Student Learning Outcomes](#).
- c. Government-issued Photo ID – Provide a color copy of your driver’s license or passport.
- d. [Criminal Background Check](#) - The background check must be completed via Castlebranch using the Indiana State code (see above link). The full completed check must be uploaded to the University application.
- e. [Nursing Program Immunization Record](#) – All sections of this form must be filled out and signed on page two by a healthcare provider. Submitting other documentation in lieu of this form is not sufficient.
- f. RN License Verification – Provide verification of current, unencumbered licensure from your state board of nursing website. A copy of your license is not sufficient.
- g. [Proof of Current Healthcare Provider level CPR Certification](#)
- h. National Certification (if applicable)

All students must maintain compliance with the [Student Nursing Health Policy](#) throughout the program.

### 3. Recommendations

- a. Three professional/academic recommendations are required with at least one academic recommendation preferred. *Family and friends are not appropriate to use for recommendations.*
- b. After you have obtained permission to use someone as a reference, enter their name and email address into your application.
  - Send the [Graduate Nursing Recommendation Form](#) to each reference (we recommend you enter your name and the program information before sending).
  - References will receive an email from Indiana State Admissions with a link to upload the completed form.
  - References only need to complete the form. A formal letter is not required.

### 4. Prerequisites

- a. Advanced Pharmacology – Applicants must earn a minimum grade of “B” in a three credit hour graduate-level pharmacology course completed **within five years of application** at an approved institution. Please note that some states require the course be completed within three years of certification testing. It is the applicant’s responsibility to verify their state’s requirement and retake the course if necessary. Applicants who have not met this requirement may still apply and must take APN 645 at Indiana State if granted conditional admission.
- b. Advanced Pathophysiology – Applicants must earn a minimum grade of “B” in a three credit hour graduate-level advanced pathophysiology course completed at an approved institution. Applicants who have not met this requirement may still apply and must take BIO 633 at Indiana State if granted conditional admission.
- c. Advanced Assessment - Applicants must earn a minimum grade of “B” in a graduate-level advanced assessment nursing course completed at an approved institution. A syllabus must be submitted for review. Applicants who have not met this requirement may still apply and must take APN 624 at Indiana State if granted conditional admission.
- d. Official transcripts must show courses completed or in progress.

## Application Timeline

After the published deadline, **completed** applications will be shared with the Admissions Committee. Applicants are

evaluated on a competitive basis. Please allow 4-6 weeks after the deadline for notification of your admission decision.

\*A video or in-person interview may be required.

All applicants will be notified of their admission decision via the email address provided on their application.

**\*\*Students offered admission into the program are required to accept their seat by submitting a non-refundable \$100.00 seat fee by the deadline set by the committee.**

## Evaluation Process

Applicants are evaluated on a competitive basis. Optimal candidate scoring is based on:

- Completed application
- Master's degree in nursing
- GPA
- Excellent, compelling, and clear goals that intersect closely with the [Post Master's End of Program Student Learning Outcomes](#) and are well-written with originality and creativity
- High ratings on recommendation forms
- RN, LPN, CNA and/or Healthcare Administration experience
- Leadership roles in healthcare
- Community service involvement
- Taskforce and/or committee participation
- Project management experience

\*Note: Admission decisions are made by a committee of the School of Nursing faculty utilizing a scoring rubric that incorporates the aforementioned elements.