

# Primary Application Instructions

## Applicants are required to complete the following sections:

### 1. Biographic Information

You are required to complete the (Required) parts of this section.

### 2. Personal Data

You are required to complete the (Required) parts of this section.

### 3. Background Information

You are required to complete the (Required) parts of this section.

### 4. Secondary (High) School & Colleges Attended

You are required to list your high school and every school/college/university in which you have enrolled.

### 5. Coursework

You are required to enter all of the college coursework listed on your college/university transcripts. Since this is the most time-consuming section of the application, we suggest ordering personal, unofficial copies of your transcripts. USA applicants can access their coursework/transcripts through PAWS. Applicants from other colleges/universities should check with each institution to determine if they allow previous students to access transcripts electronically.

### 6. Tests

The only applicants who are required to complete this section are International applicants who have been instructed by our Office of International Services to submit their TOEFL scores.

### 7. Professional Experience

This is a very important section of your application and provides the DNP Application Review Committee with invaluable information.

**Health Related Certification Training** - This section is applicable to certifications such as ACLS, BLS, NIH Stroke Certification, etc.

**Patient/Health Related Experience** - This section is applicable to previous or current employment in the healthcare industry.

**Certifications** - This section is applicable to your professional certifications.

**Registrations** - This section is applicable to your RN license(s). If you are licensed in multiple states, please make one entry for each state.

**Community Enrichment** - This section is appropriate for applicants who have participated in healthcare-related volunteerism, community outreach, etc.

**Honors and Awards** - The purpose of this section is to highlight any special accolades you have received and publications achieved. List awards, honors, scholarships, grants, presentations, or research important to you. You may include awards, etc. from high school and college. Start with the most recent honor/award and provide all information requested.

**Other Employment** - This section is applicable to all employment not listed under the **Patient/Health Related Experience** section above.

#### 8. Privacy Statement

You are required to complete the Advisor Release Section and Certification and Verification Statement of this section.

#### 9. Designations

You may select only **ONE** designation.

This is a very important section to understand. If you have questions after reading the explanation below, please contact us at [condnp@southal.edu](mailto:condnp@southal.edu) for assistance.

You may select only **ONE** designation. Please select the appropriate Program below:

##### 1. BSN to DNP - Online

If your highest nursing degree is a BSN, this is your Program. Select only the designation appropriate and relevant to your current experience as an RN. If you are not certain as to whether your experience and/or current employment is sufficient for your track of choice, please contact the faculty for that track to verify that the track is appropriate for you. You may navigate to the faculty contact information from the DNP Home Page <http://www.southalabama.edu/nursing/dnp.html> by clicking on the appropriate track link.

##### 2. Post Master's DNP - Online

You have one of two options:

a. If you are already an Advanced Practice Nurse as defined on the DNP Home Page <http://www.southalabama.edu/nursing/dnp.html> in the "Requirements for Admission" and you wish to retain your current MSN specialization, you are eligible for the "Traditional" Post Master's DNP Track.

b. If you are already an Advanced Practice Nurse as defined on the DNP Home Page <http://www.southalabama.edu/nursing/dnp.html> in the "Requirements for Admission" and wish to add a new track, you may add ONE and only ONE of the tracks that are listed under the Post Master's DNP - Online program. Select only the designation appropriate and relevant to your current experience as an RN. If you are not certain as to whether your experience and/or current employment is sufficient for your track of choice, please contact the faculty for that track to verify that the track is appropriate for you. You may navigate to the faculty contact information from the DNP Home Page <http://www.southalabama.edu/nursing/dnp.html> by clicking on the appropriate track link.