

DOCTOR OF PHILOSOPHY APPLICATION INFORMATION

This document outlines essential information needed to complete the application process. Please follow the detailed instructions below and note the helpful tips. **Please note, the online UC Davis application does not include the critical information listed in this document.** It is essential that you use this document to guide you while completing your application.

The Betty Irene Moore School of Nursing at UC Davis application is available online through the Office of Graduate Studies through the online application at <http://gradstudies.ucdavis.edu/prospective-students/apply-online>.

General deadline

Applications received by 11:59 p.m. (PST) Friday, January 15, 2017, will be considered for review and for admittance with acceptances announced by the end of March.

Space-Available deadline

The UC Davis Campus Space Available application deadline is 11:59 p.m. (PST) June 1, 2017, with acceptances announced mid-July. Please note that completed applications received between January 15 and June 1 will be reviewed on a space-available basis only. Once the cohorts are full, we will accept applications for the waitlist only.

A successful applicant will closely follow the guidelines below in order to prepare the application. To apply to both the Master of Science and Doctor of Philosophy Nursing Science and Health-Care Leadership programs at the same time, complete one application prior to beginning another one. Further instructions are noted in the Graduate Studies Application Information tab in the online application.

There is a \$105 UC Davis graduate application fee (\$125 for international applicants) per application that can be paid online. Applicants who choose to apply to more than one graduate program must pay an application fee for each program. The application fee is not refundable. Instructions for payment will appear when you submit your online application.

If you are re-applying, you must complete the entire process anew, including transcripts, letters of recommendation and the online application fees.

Note: your application will not be considered until it is completed and submitted in full.

BEFORE BEGINNING YOUR APPLICATION

1. Go to the online application as soon as possible to create a log-in name, familiarize yourself with what will be asked of you and start preparing certain requirements that take additional time, such as letters of recommendation and official transcripts. You will be able to save your progress and return to it later.
2. UC Davis Graduate programs are no longer accepting paper transcripts as part of the application process. Instead, all applicants must upload PDF versions of their transcripts or academic records directly to our system. UC Davis requires academic records from each college-level institution you have attended. For more details for submitting your transcripts and academic records, please visit <https://gradstudies.ucdavis.edu/prospective-students/admissions-application/submitting->

[your-transcripts](#). If admitted to the program you will need to submit official transcript from each institution. Instructions to submit these transcripts will be provided at the time of admission.

3. Contact your recommenders as soon as possible. Recommenders are required to submit letters of recommendation through an online system. Three recommenders are required. On the Recommendation page of the online application, you will be asked to list recommenders' first and last names and e-mail address. As soon as you save the information on this page, your recommenders will then receive an e-mail instructing them to log into Online Recommendations with a special user ID and password.

Give your recommenders as much advance notification as possible. The Betty Irene Moore School of Nursing at UC Davis is new; you should let your recommenders know the [school's vision and mission](#) so that they may prepare your recommendation accordingly. Also, let them know they will recommend you through an online system and to be on the lookout for this e-mail notification. Plan to follow-up with each recommender weekly to ensure the letters are completed and uploaded by the deadline. You can track letters of recommendation in your account in the online application system. Letters of recommendation must be submitted by (uploading a PDF, Word Document or pasting text) using the online recommendation service provided. Hard copy letters will not be accepted.

We recommend letters of recommendation for the PhD program to include one reference who can comment on your academic performance, one reference from a work or research supervisor, and a third reference that is either academic or professional. Letters of recommendation for the PhD program should describe the applicant's strengths and potential, as well as major weaknesses, for completing the PhD program and moving forward with a successful research career in nursing.

4. Prepare your C.V. as a PDF or Word Document. Include any leadership roles, professional activities, consultation work, research, teaching experiences and special achievements. Be sure to include any experiences working with underserved and underrepresented populations and/or diverse, aging and rural populations as related to the [Betty Irene Moore School of Nursing at UC Davis vision and mission](#). You will be asked to expand on many of these items in other sections of the application; thus, you can keep the resume information brief.

The School of Nursing is interested in knowing about a wide spectrum of relevant experience, both formal and informal. You should include the following:

- Examples of leadership, teaching (formal and informal), community service and volunteer work, special projects or consultations, and research involvement at any level
- Note independent decision-making skills and responsibilities
- Explain any breaks in employment or education
- Give more than position titles by providing specific responsibilities involved in experiences
- Any published work listed using American Psychological Association (A.P.A.) style - provide complete references, including publisher and date of publication
- Significant unpublished work (theses, papers presented at conferences, other professional writings)

Resume/C.V. tips:

- Be sure to proofread for errors, including your phone number and e-mail. Ask someone else to proofread your resume/C.V. to catch errors that you may have missed during your own review
 - Your resume/C.V. should not exceed four pages
 - Use your full name, address and phone number at the top of your first page. If your resume is longer than one page, make sure your name is at the top of any additional pages
 - Always include dates of employment/activity for each position listed
 - To ensure readability both electronically and printed, we recommend you use fonts that are easy to read (i.e. 10 pt. font or greater) and black
5. Make sure you have met the admission requirements.
 - Cumulative undergraduate G.P.A. of 3.0 or above
 - For international students: Refer to the [Office of Graduate Studies website](#) for specific TOEFL score requirements
 6. You will be asked to share specific details for the following:
 - G.P.A. and graduation dates from undergraduate degree granting institutions
 - UC Davis student or employee I.D. number (if applicable)
 - Courses you have completed or will complete that are not on a transcript, including course, institution, grade, units, quarter/semester, term, and year
 - TOEFL scores, dates taken, ETS registration number (if applicable)
 - Publication, awards, honor societies, prizes, special distinctions
 - If you have had contact with a UC Davis faculty member regarding the Nursing Science and Health-Care Leadership Program, you will be asked to provide their name
 7. During the application process, you will need to complete forms online as well as upload documents from your computer to the online application using a PDF reader, such as Adobe Acrobat Reader, as well as PDF-writing software.
 8. As noted in the online application instructions below, the application process requires candidates to write several small essays. Applicants may write their essay answers in a separate text document in advance and then copy and paste into the appropriate fields of the online application once the application process opens. Please limit each response to the maximum number characters specified in the application. Consider saving these files for your own records. Please refer to the essay guidelines and note that these are not restated in detail in the online application system.

ONLINE APPLICATION

Go to the [Office of Graduate Studies website](#) to begin the application process. You will click Apply Now under the Prospective Students header. This will take you to the application home page where you are able to create an account, as well as track the status of your application(s).

To supplement information in the online application, additional information requested by the Betty Irene Moore School of Nursing at UC Davis is noted below. This information does not appear in the UC Davis online application system:

Basic Information

In this section, you will list your basic personal information such as name, date of birth, email address, citizenship and residency status.

Personal Information

List all additional personal information such as mailing address, telephone contact info, language, family background, and Race/Ethnicity.

Plans for Graduate Study

Academic program: What program are you applying? Select Nursing Science and Health-Care Leadership PhD from the drop down list. Then select PhD as your degree objective.

U.S. Applicants

U.S. Military Service: Select the statement that best describes what your status will be upon enrolling at the University of California if you are selected for admission.

Graduate Preparation Programs: Select any graduate preparation programs you have participated in.

Research/Specialization Essay

This section will appear after you have indicated your degree objective.

Describe your area of specialization or research interest(s) (2,000 characters, including spaces).

This section is required. You must describe your primary research interest for this essay. Elaborate on what draws you to this topic and the importance of this area to you. You may focus on past experiences or new areas of interest. Please include why you are pursuing doctoral study in Nursing Science and Health-Care Leadership.

Academic History

List all college or university-level institutions you have attended or are currently attending (including community college, study abroad, summer sessions, etc.). You will be instructed to upload scanned copies of your transcripts after you have submitted your online application. For more details visit <https://gradstudies.ucdavis.edu/prospective-students/admissions-application/submitted-your-transcripts>.

Other Information

Prior UC Davis Affiliation: mark areas of prior affiliation with UC Davis, if applicable.

Website link: this section is not required for applicants to the Nursing Science and Health-Care Leadership programs.

Awards and Distinctions: list honor societies, prizes, special distinctions if applicable. Limit your response to 2,000 characters (including spaces).

Publications and Inventions: Please list any publications in American Psychological Association (A.P.A.) format. List any prizes including scholarships and academic awards as well as membership in honor societies and professional organizations. Limit your response to 2,000 characters (including spaces).

Faculty Contact information: List any faculty members at UC Davis with whom you have had contact regarding the Nursing Science and Health-Care Leadership program. Limit your response to 1,000 characters (including spaces).

Pending and Future Courses: List all courses you have completed or will complete that are not on a transcript.

Test Scores

International applicants are required to submit TOFEL/IELTS scores as part of the application process. To report your TOFEL scores you must submit your TOEFL Registration number and the UC Davis institution code: 4834. Please note that TOEFL and IELTS scores are only valid for two years from the test date. UC Davis only received TOEFL scores electronically – paper score reports are not accepted. For more details about the TOFEL exam and score reporting requirements refer to the [Office of Graduate Studies website](#).

Domestic students are not required to submit any test scores as part of the admissions process for the Nursing Science and Health-Care Leadership doctoral program.

Statement of Purpose / Personal History and Diversity Statement

This section requires applicants to complete two essays. The online application provides basic essay prompts, but the Nursing Science and Health-Care Leadership applicants must also address the nursing specific information in the essay response.

1. Statement of Purpose (4,000 characters, including spaces):

Please highlight your academic preparation and motivation; interests, specializations and career goals; and fit for pursuing graduate study at UC Davis.

- *preparation and motivation* may include your academic and research experiences that prepare you for this graduate program (for example: coursework, employment, exhibitions, fieldwork, foreign language proficiency, independent study, internships, laboratory activities, presentations, publications, studio projects, teaching, and travel or study abroad) and motivation or passion for graduate study.
- *interests, specializations, and career goals* may include your research interests, disciplinary subfields, area/s of specialization, and professional objectives.
- *fit* may include how your preparation, experiences, and interests match the specific resources and characteristics of your graduate program at UC Davis. Please identify specific faculty within your desired graduate program with whom you would like to work and how their interests match your own.

School of Nursing additional item to address in your response:

Relate your academic plans, research, and interests to the mission of the Betty Irene Moore School of Nursing at UC Davis (found at <http://nursing.ucdavis.edu>). Why would you be a good fit with the mission of the school?

2. **Personal History and Diversity Statement (4,000 characters, including spaces):**

The purpose of this essay is to get know you as an individual and potential graduate student. Please describe how your personal background informs your decision to pursue a graduate degree. You may include any educational, familial, cultural, economic, or social experiences, challenges, community service, outreach activities, residency and citizenship, first-generation college status, or opportunities relevant to your academic journey; how your life experiences contribute to the social, intellectual, or cultural diversity within a campus community and your chosen field; or how you might serve educationally underrepresented and underserved segments of society with your graduate education. This essay should complement but not duplicate the content in the Statement of Purpose.

School of Nursing additional item to address in your response:

Describe those things about yourself that have prepared you for success in graduate school and as a future leader in nursing and health care.

Future Interests of Goals (2,000 characters, including spaces):

Please describe your future professional goals and how you believe this degree will help you achieve them.

The online application provides the above basic essay prompt but applicants applying to the Nursing Science and Health-Care Leadership graduate programs must address the following essay question:

Relate your future goals to the vision, mission, and core values of the Betty Irene Moore School of Nursing at UC Davis (found at <http://nursing.ucdavis.edu>). Please discuss how this PhD Degree program in Nursing Science and Health-Care Leadership will support you in achieving your goals.

CV/Resume

Upload your Curriculum Vitae/Resume as a required component of the application.

Applicant Fellowship and School of Nursing Scholarships

There are two funding opportunities available for applicants: Applicant Fellowships and School of Nursing Scholarships. Applicants to the Nursing Science and Health-Care Leadership graduate programs are welcome to apply for both options.

The Office of Graduate Studies Applicant Fellowships are available to all UC Davis graduate program applicants. You are not required to complete a fellowship application.

School of Nursing scholarships are available to Nursing Science and Health-Care Leadership graduate programs only. You are strongly encouraged to apply for these scholarship opportunities.

Data Verification

Re-enter your date of birth and email address for verification.

Recommendations

Three letters of recommendation are required as part of your application. Please read instructions carefully. For each recommendation provider, you will be asked to include their first name, last name, and email address.

Submitting Your Application

When you are ready to submit your application, select the Submit Application button at the top of any application page. Your application will not be submitted until you do so. If all required questions have been completed, your application status will read as Ready for Submission. You will be prompted to pay your application fee by credit card or check. If you select to pay your application fee by check, you must submit as soon as possible. If it is not received within three weeks, your application will be canceled and you will not be considered for admission.

Signature Page

The final step is to enter your digital signature and date, and clicking the Submit Application button.

NEXT STEPS

Print a final copy of the application for admission to Graduate Studies for your own records.

You may log onto the application website to track the status of your application. Reviewing your application status regularly is strongly encouraged. You are responsible for ensuring all application materials are submitted before the final deadline. Please do not contact the School of Nursing to check on your application's status. Instead, login to your application account and check for status updates.

Once a decision has been made on your application, you will receive notification of the recommendation for admissions from the Betty Irene Moore School of Nursing at UC Davis, Nursing Science and Health-Care Leadership Graduate Group. You will also receive formal e-mail notification from the Office of Graduate Studies and be provided instructions on how to access that decision.

Thank you for your interest in the Betty Irene Moore School of Nursing at UC Davis Nursing Science and Health-Care Leadership Doctor of Philosophy program.