DOCTOR OF NURSING PRACTICE PROGRAM
Graduate Application and Admission Information 2014
APPLICATION INSTRUCTIONS FOR THE FALL 2014 COHORT GROUP

Please complete and mail your application to the Office of Graduate Admission. Be sure to sign the last page of the application and all additional papers. For more information, please contact nursing@pace.edu or call (914) 773-3552. To check the status of your application visit applicantportal.pace.edu

APPLICATION
APPLICATION FEE
Applications may be printed or typed and must be accompanied by the nonrefundable application fee in the form of a check or money order in U.S. dollars payable to Pace University.

RESUME
Please submit a resume that outlines your work history and professional experience.

PERSONAL STATEMENT
Send a two-page typewritten essay displaying to the members of the Graduate Admission Committee your exceptional conceptual skills and goals for completing the Doctor of Nursing Practice. It should:
• Be submitted in Arial or Times New Roman, 12-pt font size, with one-inch margins, double-spaced.
• Have the applicant’s name and the title of her/his statement.

LETTERS OF RECOMMENDATION
Submit two letters of recommendation that describe your (advanced) clinical practice, potential for achievement in graduate study, and potential for professional achievement. The letters of recommendation should address your intellectual ability, how well you work with others, written and communication skills, maturity, initiative/independence, and creativity/originality.

OFFICIAL TRANSCRIPTS
Please arrange for an official transcript from each academic institution you have attended to be sent directly to the Office of Graduate Admission. Transcripts are considered official if they are sent directly from the academic institution(s) to Pace University, or if you submit them unopened and in the institution’s original sealed envelope.

Students must complete the FNP-DNP program with a total of 1,000 supervised practice hours. The number of supervised master’s advanced practice hours will be assessed, and if those hours plus the 450 supervised practice hours in the DNP program are less than 1,000 hours, plans will be made for accepted candidates to complete those hours within the DNP program.

ADMISSION CRITERIA
• Be a graduate of an accredited master’s degree program in nursing
• Have a minimum GPA of 3.3 in a master’s degree program in nursing or equivalent professional experience
• Have advanced practice nursing experience
• Be licensed as a registered nurse in New York State, state certified and board eligible as a Family Nurse Practitioner (FNP)*
• No standardized admission test (GRE or Miller Analogy) required

APPLICATION DEADLINE
Admission to the DNP program is highly competitive. All applications must be completed and submitted by March 1, 2014, for priority consideration for this cohort class of no more than 24 students. Applications received after March 1, 2014, until April 15, 2014**, will be considered on a space-available basis.

Note: All documents submitted in support of an application for admission become the permanent possession of Pace University and cannot be returned to the applicant or photocopied for the applicant. For your records, please make photocopies of all materials submitted, except for transcripts and recommendation forms, which must be received unopened, in the original, sealed envelopes.

*Although the Pace DNP program is designed for FNPs, we now have an option for adult, pediatric, geriatric, and women’s health master’s prepared nurse practitioners who wish to obtain FNP certification as an FNP-DNP. If you are interested in this option, you will need to meet with the FNP-DNP program director who will conduct a gap analysis to determine what additional clinical courses will be required.

** Or until classes are filled.
Complete and return the application along with the $70 non-refundable application fee.
Please print neatly using blue or black ink or type.

- **Mr.**
- **Ms.**
- **Last Name**
- **First Name**
- **Middle Name**
- **Jr., III, etc.**
- **Date of Birth (MM/DD/YYYY)**
- **Social Security Number†**
- **Gender**
- **Male**
- **Female**
- **Mailing Address**
- **Apt. #**
- **City**
- **State**
- **Zip/Postal Code**
- **Home Phone Number**
- **Business Phone Number**
- **Cellular Phone Number**
- **E-mail Address**

If any records will be under another name(s), please indicate.

- **Country**
- **Address 2**

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- **Ethnicity (optional)**
- **Are you Hispanic/Latino?**
- **Yes**, Hispanic or Latino (including Spain)
- **No**
- **If yes, please describe your background:**

If you answered no, or if you answered yes and wish to describe yourself further, please check one or more from the list below.

- **American Indian or Alaska Native (including all Original Peoples of the Americas)**
- **Are you enrolled in a Tribe?**
- **Yes**
- **No**
- **If yes, please enter Tribal Enrollment Number**

- **Asian (including Indian subcontinent and Philippines)**
- **Black or African American (including Africa and Caribbean)**
- **Native Hawaiian or Other Pacific Islander (Original Peoples)**
- **White (including Middle Eastern)**
- **Other**

- **Is English your native language?**
- **Yes**
- **No**

- **Native language (if other than English)**

- **Campus:**
- **New York City**
- **Semester:**
- **Fall**
- **Status:**
- **Part-Time**

- **Have you previously applied to or enrolled in any school or program of Pace University?**
- **Yes**
- **No**

- **If yes, please explain (include school, program, and entry term date):**

- **Are you or an immediate family member an employee of Pace University?**
- **Yes**
- **No**

- **If yes, please explain:**

If no, please provide the information below:

- **Current employer**

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- **Does your employer provide tuition reimbursement?**
- **Yes**
- **No**

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Are you a citizen of the United States?  Yes  No

Are you a permanent resident of the United States?  Yes  No

Which of the following was the biggest influence in your decision to apply to Pace University? (Check the appropriate box):
- Accelerated Admission Day Event
- Financial Aid/Scholarship Offerings
- Recommendation from Current Pace Student
- Attended a Pace Information Session
- Information on Pace Website
- Recommendation from Pace Alumni
- Career Services and Internship Program
- Online Chat with Department/Admissions
- Recommendation from Pace Faculty/Staff Member
- College or Professional Fair
- Phone or In-Person Meeting with Pace Admission Counselor
- Recommendation from Employer
- Course Offerings
- School Publication Received in the Mail
- Tour of Pace University Campus
- Attended a Special Event with Chosen Program

In which state(s) are you currently licensed as a registered nurse?

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Have you ever been placed on academic or disciplinary probation or been dismissed from any institution?  Yes  No

If yes, please attach your statement of the circumstances.

Have you ever been convicted of or plead guilty to a misdemeanor or felony?  Yes  No

If yes, please explain on a separate piece of paper (response required).

Note: Answering yes to either of the two questions above does not automatically bar you from admission to Pace University.

LICENSURE INFORMATION:
In which state(s) are you currently licensed as a registered nurse?

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CURRENT CERTIFICATION:

Are you currently a certified family nurse practitioner?  
☐ Yes  ☐ No*

Please list all current certifications:

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Please list the names of other DNP programs to which you are applying:

________________________________________________________________________________________________________________________
________________________________________________________________________________________________________________________
________________________________________________________________________________________________________________________
________________________________________________________________________________________________________________________

A personal statement, resume, and recommendation are required. Please refer to page 1 of this booklet.

I certify that all of the information provided by me or on my behalf in support of my application for admission is complete and accurate. I acknowledge that I am obligated to supplement my application as soon as I know or reasonably should know if the information I have provided or that was provided on my behalf is inaccurate or incomplete. I also certify that the personal statement submitted in support of my application for admission is solely my own original work. I acknowledge that Pace University may, at its sole discretion, verify any information submitted in conjunction with my application. I acknowledge that if I omit relevant information or provide inaccurate information or information that is misleading, submit a personal statement that is not solely my own original work, or if I fail to supplement my application as required, Pace University may, at its sole discretion, deny my application for admission, rescind my admission, impose disciplinary sanctions against me, dismiss me from Pace University, and/or rescind any degrees or certificates awarded to me by Pace University.

I acknowledge that the application fee I have paid or will pay in the future is not refundable.

I acknowledge that I am bound by the policies, practices, and procedures of Pace University, whether published or unpublished, and I agree to comply with them.

Applicant’s Signature  
Date (MM/DD/YYYY)

Please print name

Non-Discrimination Statement

Pace University prohibits discrimination and will not tolerate discrimination or harassment in any of its programs or activities on the basis of sex, race, color, national origin, religion, creed, age, disability, citizenship, marital status, sexual orientation, genetic predisposition or carrier status, veteran status, or any other characteristic protected by law. Pace University’s Affirmative Action Officer has been designated to handle inquiries regarding the University’s non-discrimination and harassment policy and may be contacted at 156 William Street, New York, New York 10038, (212) 346-1310, or at Costello House, 861 Bedford Road, Pleasantville, New York 10570 (914) 773-3856.

Reasonable Accommodations

Pace University prohibits discrimination on the basis of disability and is committed to ensuring equal access to the application process for applicants with disabilities. An applicant who may require a reasonable accommodation in order to complete the application process should contact the Director of Disability Services on either the New York City (212) 346-1526 or Pleasantville Campus (914) 773-3710.

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