

## **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.** Please read each section carefully.

**Submit application online through SLATE:**<https://graduate.gsu.edu/how-to-apply/apply/>

**Application Fee \$50.00**-online payment is due by the application deadline.

**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. The paper should be in APA format and include references as appropriate.

**Transcripts**-Official 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).

**For International Applicants**-Please provide all items listed above plus the items listed on this link:  
<https://lewis.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.)