

## UT Arlington Academic partnership AP MSN Application Guide

### Updated: March 15, 2011

Online Application: go to [www.applytexas.org](http://www.applytexas.org).

1. Get started by clicking on the **“Create your account now”** link to the lower left of the screen.
2. Complete the Profile
3. After saving the Profile, your application username will be assigned. Write it down along with the password you indicated during the completion of the Profile. This will allow you to return to the application and login.
4. Click on **“go to My Applications”**
5. Click on **“Create a new application now”**
6. Click on **“create a new graduate school admissions application”**
7. For **“Target University”** choose **“University of Texas at Arlington”**
8. For **“Application Type”** choose **“Graduate, U.S.”**
9. For **“Semester of Entry”** choose **“Summer 2011” if you are applying for the May, June or July start dates**. Choose **“Fall 2011” if you are applying for the August, September or November start dates**. The deadlines you see on this page **do not** apply to Academic Partnership students. Application deadlines are posted on the Start Dates page on the Academic Partnerships website.
10. On the Select Major page, scroll to the Graduate Nursing section and select **“Nursing Admin-MSN Non Thesis (Academic Partnership)”**
11. On the next page you will see there are 7 pages to complete plus write an essay. You must submit an essay with your application. The deadlines listed to the right are for the Traditional students, not online ones. Please visit the academic partnership pages for online student deadlines.
12. On the 4rd page you will be asked how many credit hours have you completed at previous colleges. Please use your best judgment and guess if you do not have your transcripts in front of you. It doesn't have to be exact. We can change it after your official transcripts come in.
13. On the 7th page are several custom university & major specific questions. On the **“Partnership Code”** question please enter the partnership code of the healthcare provider you work for. If you do not know the partnership code, please contact the Academic Partnerships Program Coordinator at your healthcare employer or call 866.489.2810. If you do not work for a healthcare provider or your healthcare provider does not have a partner code, you may type **“None”**.
14. In the **“Healthcare Provider”** field enter the healthcare provider you work for. If you do not work for a healthcare provider please enter "None". When you are finished typing, save this question.
15. You do need to submit an Essay and you can submit it electronically. You can type your essay in word, then copy and paste it into the essay section on the application. Under the

**“Essay Topics”** sections click on **“Save General Academic Plans”**. You can copy and paste your essay in there.

16. Then click **“Review formatted essay”**. Next click on **“Save essay – I will submit later”**
17. Complete page 7 which includes a certification statement check box followed by the submission of the \$40 application fee. Click on **“submit payment option”** and complete the payment process using a credit card.
18. Finally, click on **“Submit Application Now”**
19. Your application will be electronically delivered to the University of Texas at Arlington. The final page shows you contact information for the UTA Admissions office. Please have official transcripts from **all** previously attended colleges sent to this address as soon as possible to complete your application.