

## DOCTOR OF PHILOSOPHY: APPLICATION INFORMATION

*Updated September 2020*

### How to apply to the 2021-2025 PhD cohort

This document outlines essential information needed to complete your application to the Doctor of Philosophy program at the Betty Irene Moore School of Nursing at UC Davis. 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 Graduate Studies application management portal located at <https://apply.grad.ucdavis.edu/apply/>.

### General deadline

Applications received by 11:59 p.m. (PST) on Friday, January 15, 2021, will be considered for review and admission to the program, with decisions announced in March. Letters of recommendation, transcripts, and test scores must be received by January 15, 2021 to be considered for the general deadline.

### Space-available deadline

Applicants may also apply by the space-available deadline of 11:59 p.m. (PST) on June 1, 2021. Applications received by the space available deadline (between January 16 to June 1) will only be reviewed if it is determined there are additional spaces available after reviewing general deadline applications. Space-available admissions decisions will be announced in July.

### Application fee

There is a \$120 UC Davis graduate application fee (\$140 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 non-refundable upon submission of the application. 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

### Familiarizing yourself with the application

Go to the [online application](#) as soon as possible to create a log-in name and familiarize yourself with what will be asked of you. Parts of the application require additional time and preparation, such as letters of recommendation and official transcripts. The system will automatically save your progress as you work through the application.

### Transcripts and academic records

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 the application system. UC Davis requires academic records from each college-level institution you have attended. Please visit the following link to learn how to prepare your transcripts and academic records for upload: <https://grad.ucdavis.edu/admissions/admission-requirements/submitted-your-transcripts>. If admitted to the program, you will need to mail official transcript from each institution. Instructions to submit these transcripts will be provided at the time of admission.

### Letters of recommendation (three letters)

Recommenders are required to submit letters of recommendation through an online system. You will be asked to list their first name, last name, organization, position/title, relationship, telephone number, and email address. As soon as you submit the information on this page, your recommenders will receive an e-mail instructing them to log-in to the online system with a unique user ID and password.

Give your recommenders as much advance notification as possible. You should alert your recommenders of the [school's vision and mission](#) so that they may prepare your recommendation accordingly. Letters of recommendation must be submitted by uploading a PDF or Word document through the online portal. Hard copy letters will not be accepted. 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 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. They should include:

- a reference who can comment on your academic performance
- a work or research supervisor
- a reference that is either academic or professional

### Resume or Curriculum Vitae (C.V.)

Prepare your resume or 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

**Other**

Make sure you have met the admission requirements.

- Cumulative undergraduate G.P.A. of 3.0 or above
- For international students: Refer to the [Graduate Studies website](#) for specific TOEFL score requirements

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

During the application process, you will need to complete sections 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.

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.

## Completing your application

**Important:** 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.

### Creating an account

Go to the [Graduate Studies website](#) to begin the application process. You will click Start Your Application. 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.

### Basic information

In this section, you will list your basic personal information such as name, date of birth, contact information, citizenship, languages and California residency, if applicable.

### Biographical data

List all additional personal information such as gender identity and sexual orientation, race and ethnicity, family background, U.S. military service or affiliation and languages.

### Plans for graduate study

- Graduate Program Objectives: Select the graduate program to which you are applying: Select Nursing Science and Health-Care Leadership (Ph.D.) from the drop-down list. Then select Ph.D. as your degree objective.
- Areas of Research or Professional Interest: Indicate your research area(s) of interest or desired area(s) of specialization.
- Essay describing your research or professional interest: Describe your research area(s) of interest or desired area(s) of specialization in detail. 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.) and any courses in which you are currently enrolled or in which you plan on taking in the future. You will be instructed to upload scanned copies of your transcripts as you add each institution in the [Academic History](#) page or the [Status Page](#) after you have submitted your application. Before preparing your documents, visit <https://grad.ucdavis.edu/admissions/admission-requirements/submitting-your-transcripts>. Transcripts must be uploaded by January 15, 2021 to be considered for the general deadline.

### Statement of purpose (4,000 characters, including spaces):

This section requires applicants to complete a statement of purpose. 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.

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?

### **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.

### **Test score requirements**

The Betty Irene Moore School of Nursing does not require GRE scores. If you are an International Graduate, you will be required to submit English language examination scores on the following "Test Scores" page.

### **Test scores**

International applicants are required to submit TOEFL or IELTS scores as part of the application process. Scores must be received by January 15, 2021 to be considered for the general deadline.

- TOEFL scores - Order an electronic score report from ETS to be sent to UC Davis. The correct institution code is 4834 - you do not need to list a specific department code.
- IELTS scores - IELTS must send a paper test report form by mail to the graduate program to which you have applied. The mailing address for the Betty Irene Moore School of Nursing can be found here: <https://grad.ucdavis.edu/programs/gnsl>.

Please note, TOEFL and IELTS scores are valid up to two years after the test date. For more details about the TOEFL exam and score reporting requirements, refer to the [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.

### **Other information**

Select any graduate preparation program(s) you have participated in.

### **Supporting materials**

- Curriculum Vitae or Resume: Upload your Curriculum Vitae or Resume as a required component of the application.
- Future Interests and Goals (3,000 characters, including spaces): Please describe your future professional goals and how you believe this degree will help you achieve them.

*School of Nursing additional item to address in your response:*

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.

- Noteworthy Academic Achievements (1,500 characters, including spaces): List any academic achievements you feel are noteworthy (e.g. awards or honors, professional or academic memberships, publications, presentations, inventions, or other accomplishments).
- Website link: This section is not required for applicants to the Nursing Science and Health-Care Leadership programs.

### **Applicant fellowships**

Using this application for admission, UC Davis awards a select few (approximately 30) prestigious fellowships to prospective students. [Click here for details and descriptions of each of the fellowships.](#) Applicants to the Nursing Science and Health-Care Leadership graduate programs are welcome to apply for the applicant fellowships, however, this section is not required. Please also note, this is separate from any financial support provided by the Betty Irene Moore School of Nursing.

### **Recommendations**

Three letters of recommendation are required as part of your application. Please read instructions carefully. For each recommender, you will be asked to include their first name, last name, organization, position/title, relationship, telephone number, and email address. Letters must be received by January 15, 2021 to be considered for the general deadline.

### **Applicant agreements**

Please read through the applicant fee agreement and applicant's statement. When ready, enter your digital signature and click confirm.

### **Review**

If all required questions have been completed, you will be prompted to finalize your application and pay the application fee by credit card.

### **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.