INTERNATIONAL & INTERCULTURAL CENTER

Guide to a Complete International Application for Graduate Admission:
Master of Science in Nursing (MSN)

In order to be considered for admission to the Master of Science in Nursing (MSN) program at Alverno College, please submit all of the materials listed below. If you will need to obtain an F1 international student visa, you may submit these items in two steps, thereby separating the admission decision from the issuance of the Form I-20 or you may submit all of the items in one mailing. A Form I-20 will not be issued prior to final acceptance to the graduate program.

Please also note, if you did not graduate from a U.S. nursing school you must successfully complete the U.S. registered nurse licensure examination, which is called the National Council Licensure Examination for Registered Nurses, or NCLEX-RN® examination within the first semester of your participation in our MSN program. Therefore, your application for admission to the MSN program must include proof of the likelihood of your passing this examination by obtaining an official certification through the Commission on Graduates of Foreign Nursing Schools (CGFNS). See http://www.cgfns.org/.

The CGFNS certification process includes an evaluation of your nursing credentials plus an examination known as the CGFNS Qualifying Exam. The CGFNS Qualifying Exam is a one-day examination that tests your knowledge and understanding of nursing as it is taught and practiced in the United States today. It has been designed by testing experts to help predict the likelihood of passing the U.S. NCLEX-RN® examination.

Proof of English language proficiency is also a requirement of the CGFNS certification program but please be aware that the English language proficiency score requirements for the CGFNS Certification are not the same as Alverno’s score requirements; you are required to meet the higher Alverno College English language proficiency score requirement for admission to the MSN program.

You should apply to both an ESL school and Alverno College at the same time if you do not meet the minimum English proficiency requirement and you wish to be considered for “conditional admission.” Please see the application document entitled “Conditional Acceptance for International Students,” for a listing of the schools with which Alverno College has made conditional acceptance arrangements.

For a conditional acceptance, please submit items 1 through 5. You will then need to submit items 6 through 9 before your conditional acceptance can become a full final acceptance.

Finally, it will be necessary for you to provide proof of CPR certification before the end of your first semester at Alverno College. If you will not have the certification upon enrolling at Alverno College you will have opportunities at Alverno to obtain it.

The following are the steps required for admission. It is your responsibility to arrange for the items you submit to be translated into English.

**STEP 1:** Submit the following to be considered for graduate admission:

1. **Application for Graduate Admission: International Student**
   Please apply online through this website link and answer all questions on the application:
   https://apply.alverno.edu/grad/contact.aspx

2. **Application fee (Waived if you apply online.)**
   Please submit a $50.00 (U.S.) application fee.
3. **Three Professional Recommendations**
   Please submit three professional recommendations using the forms on our website. One of them must refer to your suitability for graduate study and one who oversees your current position. Recommendation forms can be found at this link: [http://www.alverno.edu/prospective_students/grad_rec_form.pdf](http://www.alverno.edu/prospective_students/grad_rec_form.pdf)

4. **Proof of Baccalaureate Degree**
   Verification of completion of a Baccalaureate degree is required to begin graduate studies. Please have your university forward official (i.e., sealed and certified originals) transcripts verifying graduation directly to Alverno College.

5. **University transcripts**
   Please have your non-U.S. transcripts evaluated by Educational Credential Evaluators, Inc. (ECE). Follow the instructions on the enclosed ECE “Application for Evaluation of Foreign Educational Credits.” Choose a “Course by Course” evaluation for university/college transcripts. If you are transferring from a U.S. college or university, please have them forward official (i.e., sealed and certified originals) transcripts directly to Alverno College. It is possible for the ECE evaluation to provide the proof of baccalaureate degree.

6. **Verification of CGFNS Certification**
   Make arrangements with CGFNS to send Alverno College verification of your certificate status. There is a fee for this process. See [http://www.cgfns.org/](http://www.cgfns.org/).

7. **Portfolio (Please read carefully as this is an important piece of your application.)**
   Your Portfolio should include the following:
   
   **A. Learning Narrative:** Submit a two to three page double-spaced narrative essay that describes a nursing-related significant learning event that occurred when you were a nursing student or a practicing registered nurse. In this narrative, identify what happened, who was involved, and what you were feeling and thinking during this learning event. Describe how this learning event influenced your nursing practice.

   In evaluating your learning narrative, the Graduate Nursing Admission and Advancement Committee will use the following criteria:
   
   - Effectively clarifies the elements that contributed to the significance of the selected learning event.
   - Clearly articulates how the learning event influenced your nursing practice.
   - Clearly explains the importance of this event in understanding yourself as a learner.
   - Write clearly, using a purposeful structure, supporting examples and accurate writing style.

   **B. Goal Statement:** Articulate your goals for graduate study and describe how Alverno College’s MSN will help you to assume a role (or roles) as an advanced practice nurse.

   In evaluating your goal statement, the Graduate Nursing Admission and Advancement Committee will use the following criteria:
   
   - Formulates realistic and achievable goals that are congruent with the mission and outcomes of the MSN program.
   - Writes clearly, using a purposeful structure, supporting examples and appropriate writing conventions.

8. **MSN Program Health Record and evidence of health insurance**
   Please complete and submit the Health Record-MSN Program form. Please disregard the last page concerning health insurance. Instead, please note you will be required to purchase
health insurance through Alverno College. The premium cost will be added to your first semester academic billing. International students cannot choose the option to waive health insurance.

9. **Proof of English Language Proficiency (F-1 Visa Requirement)**
   If English is not your first language, and you want to obtain an F-1 international student visa, you are required to submit proof of your English proficiency. Options for proving proficiency are outlined in the application document entitled, “Options for Proving English Proficiency.” Please note that Alverno College English language proficiency score requirements are higher than those of CGFNS.

If you are transferring from another U.S. college or university, also submit the following:

11. **Certification of Current School for Transferring F-1 Students**
   If you will be transferring from a school in the United States, you are required to have a Designated School Official (DSO or PDSO) complete a “International Student Notice of Intent to Transfer In.” If you need this form and one is not enclosed, please request one from us.

**STEP 2: At the time of application or after acceptance, submit the following to obtain the Form I-20**

10. **Statement of Evidence of Financial Support**
   Follow the instructions on the “Statement of Evidence of Financial Support” to provide us with official (i.e., certified) evidence of your financial ability to live and study in the United States for the first academic year. It is advisable to prepare two original sets of this official evidence. Send the first set to Alverno College and save the second set to present to the consular officer when you apply for your visa. You should, of course, have the financial resources to live and study in the U.S. for the duration of your academic program.

**Application Deadlines**

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Note: If you will be studying at an ESL school prior to coming to Alverno College, the deadlines will be different.

Please direct questions concerning this process to:

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International and Intercultural Center
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