

Lincoln Memorial University

M.S.N. Program Application Process Checklist

- 1) Take the Graduate Record Examination (GRE)**
Have official scores sent to Lincoln Memorial University (LMU) (Institutional reporting code is R1408). The GRE website is: www.gre.org. You can register on line (with credit card), by phone (with credit card) or by mail. The test can be scheduled year round. On the website you can enter your zip code and find the test center nearest you. We strongly recommend that you prepare for the GRE using a review book, CD-ROM, or a GRE-prep class. It will improve your confidence and your score!
- NOTE:** If English is not your native language, take the internet version of the Test of English as a Foreign Language (iTOEFL). The iTOEFL has reading, writing, listening and speaking components. The website for this exam is: <http://www.ets.org/toefl>. Have the official results sent to LMU.
- 2) Arrange for official transcripts to be sent**
Have transcripts sent to LMU from each college/university/nursing program or school you have attended. Use **Supplemental Form A ONLY** if your transcript will not show evidence of any of the required undergraduate courses and you want to request a waiver.
- 3) Arrange for three (3) recommendations (see Graduate Applicant Rating Form)**
Consider nursing instructors, supervisors, or professional colleagues with graduate degrees. Provide each person with the form and an envelope. Ask them to complete the form, then to insert it in the envelope, seal the envelope and to sign across the seal and to return the signed, completed form in the signed sealed envelope to you. You should include the sealed recommendation forms (3) in your completed application packet and send to LMU.
- 4) Complete the M.S.N. application form**
Please sign your application.
- 5) Attach your own resume OR use the Resume Form (Supplemental Form B)**
Include employment history, military service, academic scholarships, awards and/or honors, professional memberships and awards, professional presentations or publications, and community service activities.
- 6) Write a letter to the Nursing Admissions Committee**
In no more than three (3) typewritten pages, discuss your goals and reasons for wanting to undertake graduate nursing study. Indicate what you hope to do (your career plans) upon program completion.
- 7) Enclose the non-refundable \$25.00 application fee**
Your check/money order should be made payable to Lincoln Memorial University.

PLEASE SEND ALL REQUIRED MATERIALS TO:

**Lincoln Memorial University
Caylor School of Nursing
6965 Cumberland Gap Parkway
Harrogate, Tennessee 37752**

Lincoln Memorial University is an equal opportunity institution and welcomes applications for employment or admission regardless of race, creed, color, national or ethnic origin, gender, sexual orientation, age, disability or religion.

Please see the Graduate Catalog for Nursing regarding additional requirements for admitted students such as health status forms & immunizations, proof of insurance & licensure, CPR certification, drug screens and background checks.

(All materials submitted become the property of the Caylor School of Nursing and cannot be returned to the applicant.)