DOS & DON’TS
OF THE UMSON APPLICATION PROCESS

These tips will assist you with successfully completing your application

PLEASE REMEMBER

• **Submitted application:** The applicant has completed the entire application and paid the application fee.

• **Alumna/us:** Any person who has attended the University of Maryland School of Nursing in the past, regardless of program completion, including those who attended as Coursework Only.

• **Academic recommendation:** This must come from a college professor/instructor who has taught you and can attest to your academic performance.

• **English Language Proficiency requirement:** This is required for any person who has attended high school or college outside of the United States. To be exempt from this requirement, you must meet one of the qualifications on the ELP Exemption Waiver form.

• **Credential evaluation report:** Any person who has attended a higher education institution outside of the United States is required to request a Credential Evaluation Report. Learn more.

• The application fee is NONREFUNDABLE. Once the application fee is paid, you will be permitted to upload your supplemental items.

DOS

• Ensure you are completing the correct application via the UMSON website at www.nursing.umaryland.edu/apply.

• Request that all official transcripts be sent from every higher education institution you’ve attended.

• Apply with your legal name. If you have recently had a name change, please include this in the Prior Name 1 & 2 section of the application. If you did not complete this step on your application, please inform us via email of your prior last name once you have sent your transcripts.

• In the Academics section: Select Yes if you have previously attended UMSON. (See the definition above for alumna/us.)
  - Complete the Reuse of Documents Request form if you previously applied within a 365-day period and have not completed the form before.

• If you are an alumna/us, to add UMSON in the college section of the application, choose: UNIV OF MARYLAND BALTIMORE or UMB School of Nursing.

• In the Academics section: Select Yes if you attended college or university outside of the United States.
  - If you studied abroad through a U.S. higher education institution: Request a letter from the institution’s registrar or international services office be sent to the UMSON Office of Admissions and Student Scholarships stating that you participated in a study abroad program through a domestic higher education institution.
## DON'TS

- Don’t send transcripts without completely submitting your application and paying the application fee.
- Don’t apply to more than one program per term or application cycle. The application will be withdrawn, and you will not be refunded the application fee.
- Don’t upload an expired registered nurse (RN) license or an RN license without an expiration date.
- Don’t upload transcripts, TEAS Scores, or recommendation letters via your application. These items must come from the original sources.

## ADDITIONAL TIPS

- Once the application fee is paid, you will be permitted to upload your supplemental items and send recommendation requests.
- Electronic transcripts ensure faster delivery. Please allow at least two business days for us to retrieve and process your transcripts and update your records on your application dashboard. You can also hand deliver your transcripts.
- When sending transcripts electronically, be sure to verify that you are sending them to the University of Maryland School of Nursing or to admissions.nursing@umaryland.edu. Send physical copies of your transcripts to this mailing address:

  University of Maryland School of Nursing  
  ATTN: Office of Admissions and Student Scholarships  
  655 W. Lombard Street, Suite 101  
  Baltimore, MD 21201