

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

CONTACT INFORMATION

**University of Maryland
School of Nursing**
655 W. Lombard Street, Suite 101
Baltimore, MD 21201

410-706-0501 (option #2)
admissions.nursing@umaryland.edu
nursing.umaryland.edu/admissions

