

Methodist College Graduate Application Checklist

MSN – Nurse Educator

- Submit your online application and application fee**

To be considered for admission the MSN program, you must apply using the online application portal and pay the application fee. Your application will not be submitted without the application fee. Apply at: www.methodistcol.edu
- Send official transcripts**

Official transcripts from all colleges and universities are required before your application will be processed and considered for an admission decision. Official transcripts must be received in a sealed, stamped envelope. Please request all transcripts be mailed to: *Methodist College – Admissions, 415 St. Mark Ct, Peoria, IL 61603*
- Complete two copies of the graduate application reference form and submit them to your references**

You are required to submit TWO references to complete your application for admission. One reference should be professional and the second should be from an academic or personal source. You may submit more than two references, but only two are required to complete your application. It is your responsibility to follow-up with all references to ensure that the forms are received by Methodist College.
- Submit your writing sample**

As a part of your graduate admissions application, you are required to submit a writing sample. The goal of a writing sample is to measure your ability to write professionally, clearly, and succinctly. Writing samples can come from your coursework and/or work experiences. Examples include: academic papers, policy briefs or memos, news articles, blog posts or web content, press releases. *(Please keep your writing sample to a maximum of 5 doubled spaced pages.)* Submit all writing samples to: admissions@methodistCol.edu, Methodist College – Admissions, 415 St. Mark Ct, Peoria, IL 61603, or fax (309) 671-8303
- Submit a copy of your current RN license**

You are required to provide evidence of RN licensure in Illinois. Please submit a copy of your RN license as a part of your graduate admissions application. Submit your license copy to: admissions@methodistCol.edu, Methodist College – Admissions, 415 St. Mark Ct, Peoria, IL 61603, or fax (309) 671-8303
- Financial Aid**

Graduate program applicants interested in Financial Aid for the 2014-2015 academic year must complete the Free Application for Federal Student Aid (FAFSA) www.fafsa.gov. For financial aid questions, contact the Director of Financial Aid, Angie Robinson at arobinson@methodistcol.edu or (309) 672-5917.
- Health Records**

The Illinois Public Act 85-1315 requires that all students who enroll at an Illinois post-secondary institution must provide immunization records to that institution. Methodist College requires that you submit official immunization records prior to enrollment. If admitted to the graduate program, you will receive further details and instructions on how to submit your immunization records. The final deadlines for completion are **December 1, 2014 for Spring 2015** and **July 1, 2015 for Fall 2015**.
- Background Check**

Methodist College requires the successful completion of a background screening for final admission into the program. If admitted to the graduate program, you will receive a packet of information on the background screening process. The final deadlines for completion are **December 1, 2014 for Spring 2014** and **July 1, 2015 for Fall 2015**.