



**Use Checklist to complete Admissions file and submit to address/fax number below:**

<input type="checkbox"/>	<b>Completed Application</b>
<input type="checkbox"/>	<b>\$50 Application Fee (non-refundable, payable to Sacred Heart University) or <a href="#">pay online here</a></b>
<input type="checkbox"/>	<p><b>Order Official Transcripts from ALL Previously Attended Colleges. Also include official transcripts for any graduate degree or coursework previously completed. Please note that international applicants may need to have a transcript evaluation done by World Education Services.</b></p> <ul style="list-style-type: none"> <li>• Order official/sealed copies of transcripts from <b>ALL</b> previously attended colleges. Have each transcript sent to the Online Processing Center (address below). Sacred Heart University requires an official transcript from EACH school you have earned academic credit as well as transcripts for CLEP and Dantes exams.</li> </ul> <p>Example, if you attended “A” School, transferred to “B” school and graduated from B, you will need transcripts from both A and B schools. If you transferred from B school to C school, you will need A, B, and C transcripts.</p>
<input type="checkbox"/>	<b>Resume</b>
<input type="checkbox"/>	<p><b>Essay (2–3 pages, double spaced):</b> Why do you want to pursue the Sacred Heart University DNP program and what clinical nursing phenomena are you most interested in and why? Candidates must possess and articulate a focal area of clinical nursing practice or research interest that can be supported by the Sacred Heart University doctoral nursing faculty.</p>
<input type="checkbox"/>	<b>A copy of current and unencumbered RN license</b>
<input type="checkbox"/>	<b>A copy of any additional current advanced practice nursing licensure and certification documents</b>
<input type="checkbox"/>	<b>Proof of malpractice insurance (\$1,000,000/\$3,000,000)</b>
<input type="checkbox"/>	<b>Two letters of recommendation (one clinical and one academic)</b>
<input type="checkbox"/>	<b>Professional portfolio with graded writing sample</b>
<input type="checkbox"/>	<b>Interview with a faculty member prior to formal admission to the program</b>
<input type="checkbox"/>	<b>Registration Form</b>
<input type="checkbox"/>	<b>Promise to Pay Form</b>

**Send ALL documents to the Online Admissions Processing Center in Maitland, FL**

Do NOT mail application materials to Sacred Heart University address in Fairfield, CT.

**Sacred Heart University Online Processing Center**  
851 Trafalgar Court – Suite 420 West, Maitland, FL 32751

**Toll Free (877) 791-7181 • [onlineprograms.sacredheart.edu](http://onlineprograms.sacredheart.edu) • Toll Free Fax (877) 791-7183**

Applicants for admission must possess a master’s degree in the proposed field of study (MSN) or its equivalent from an accredited institution and give evidence of the ability and preparation necessary for the satisfactory completion of graduate work. Specific requirements differ among the programs and students are advised to consult the appropriate program descriptions in the Sacred Heart University Undergraduate/ Graduate Catalog(s). All documents submitted become the property of the University and cannot be returned or transferred.