To start an application with GradCAS go to:  http://gradcas.liaisoncas.org/apply/

Select Summer 2020 as the term then click “Apply”

This is the first screen you’ll see when you create an account and log in thereafter.

---

**Welcome to GradCAS**

For application to the following terms:  
Summer 2020, Fall 2020, Spring 2021

GradCAS, the Centralized Application Service (CAS™) for graduate programs, streamlines the process of researching and applying to multiple programs with one set of application materials. Applying through GradCAS will save you time and effort, and it will also provide you with 24/7 access to real-time application status updates.

*Applicants seeking to apply to the Spring 2020 term should check both this application as well as the 2018-2019 application to find their program.*

For information regarding specific programs, contact your school of interest.

---

After you’ve logged in you’ll see the Dashboard where you can access each part of the application. You’ll go through each section and answer all required questions.
All of the questions are straightforward and easy to navigate through. Instructions for transcripts in the Academic History section can be found on the GradCAS website at:


How to Send US or English Canadian Transcripts

1. Enter your colleges or universities in the Colleges Attended section before requesting any transcripts.
2. Click the Download Transcript Request Form under each school you listed and print each form.
3. Contact the registrar at each institution you attended and request one transcript be sent to GradCAS. You only need to submit one transcript from each school regardless of the number of programs you're applying to.
4. Provide the registrar with the following items:
   - GradCAS Transcript Request Form. Ask the registrar to attach it to your official transcripts. This form is not required, but strongly recommended as it helps ensure your official transcripts are properly matched to your application. If you cannot use this form, make sure the registrar prints "GradCAS" and your full GradCAS ID number on the transcript before mailing it.
   - Any school-specific forms required by the registrar.
   - Any transcript fees required by the registrar.
   - All information needed by the registrar to properly identify you in the school's database.
   - Any name changes.
   - Your GradCAS ID number.
5. Follow up with your school(s) to ensure that your transcripts were mailed, and obtain the date they sent them. Be aware that processing times vary by school and may take longer towards the end of a semester. Some schools may not send your transcript until the semester is over.
6. Monitor the Check Status page to ensure your transcript is received. On average, it takes up to seven business days for your transcript to post to your application from the date we receive it. If your transcript is not posted after this timeframe, contact customer service.

Sending Transcripts by Mail

Your registrar should mail your paper transcripts to the following address:

GradCAS Transcript Processing Center
PO Box 9217
Watertown, MA 02471

We are not responsible for any materials lost in the mail or delays caused by the Registrar's Office. Express or certified mail does not guarantee faster processing or receipt.

Sending Transcripts Electronically

Please note that electronic transcripts are not the same as emailed transcripts. We cannot accept transcripts sent via email.

GradCAS only accepts electronic transcripts from Credentials Solutions, Parchment, and National Student Clearinghouse. If your school does not offer any of these services, your transcript must be sent by mail.
After you’ve completed the Personal Information, Academic History and Supporting Information sections you need to select a program. To apply to our program, you will click on the “Add Program” tab which will bring up the screen below. You will type in “Alabama Nursing” in the search box and it will bring up a list of our nursing programs.

You’ll click on the “+” sign next to the Joint Nursing PhD program.

![Add Program Table]

<table>
<thead>
<tr>
<th>Add Program</th>
<th>Selected Programs</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>alabama nursing</td>
</tr>
</tbody>
</table>

**Add Program**

**Selected Programs**

<table>
<thead>
<tr>
<th>Add</th>
<th>Program Name</th>
<th>Campus</th>
<th>State</th>
<th>Start Term</th>
<th>Delivery</th>
<th>Program Level</th>
<th>Full Time/Part Time</th>
<th>Department/Subject</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>University of Alabama in Huntsville</td>
<td></td>
<td>AL</td>
<td>Summer</td>
<td>Online</td>
<td>Doctorate</td>
<td>Full-Time</td>
<td>Health and Medical Sciences</td>
<td>02/01/2020</td>
</tr>
</tbody>
</table>
After you’ve added a program you can click on “Program Materials” on the Dashboard and then the name of our program you’ve selected. You will see the screen below which will give details about our program and the requirements.

**Why choose the Joint Nursing Science PhD Program?**

The purpose of the Joint Nursing Science PhD program is to prepare nurse scholars who will advance nursing science by generating new knowledge through interprofessional research initiatives and to improve the health of rural and medically underserved populations. It is a joint program between The University of Alabama in Huntsville (UAH) and The University of Alabama (UA).

**Admission Requirements:**

- Evidence of successful completion of a bachelor of science in nursing degree at an accredited program and a master's degree in nursing or a closely related health field. Applicants with bachelor's degrees in a closely related health field and master's degrees in nursing also will be considered.
- 3.0 GPA, Master's Level
- Official evidence of United States Graduate Record Examination taken within 5 years of application. GRE Information can be obtained online at www.gre.org. The GRE requirement can be waived with a graduate GPA of 3.0 or higher or with five years or more of experience in the field or with an advanced degree in the US.
- Transfer applicants: Evidence of good academic standing at the current institution. Determination of whether or not credits may be transferred will be based on evaluation of comparability of requested transfer courses to PhD course and university policy, and is completed after admission.

**To be considered for admission, an applicant must provide a complete application which includes the following:**

- Official transcripts from each university or college attended sent to:
  The Office of Graduate Admissions
  PO Box 5017
  Huntsville, AL 35810
- Scientific Writing Sample: This sample of your written work should demonstrate your intellectual ability (such as logic, critical thinking, analysis, or synthesis), and your technical writing skills (composition, grammar, references or citations). For example, you could submit an academic paper, essay, published article or a professional report written by you. If someone other than you contributed to this document (including editing), explain your contribution and the contributions of others.
- Submission of Letters of Recommendation: A minimum of three (3) letters of recommendation from professionals or professors who can adequately evaluate the applicant and the applicants’ prior work or potential for success. Two of the letters are strongly preferred from nurses with doctoral degrees.
- Résumé
- Statement of Purpose: In four double-spaced pages respond to the following: Why do you want to pursue a PhD in Nursing Science? What professional goals do you hope to achieve during and beyond your PhD program? Describe research experiences that have prepared you for doctoral study (e.g., research presentations, publications, leadership roles in practice, education, or professional organizations). What are your research interests? How might your research in this area advance the science of nursing?

**Program Details**

<table>
<thead>
<tr>
<th>State: AL</th>
<th>City: Huntsville</th>
<th>Department/Subject: Health and Medical Sciences</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Type: Degree</td>
<td>Start Term: Summer</td>
<td>Program Name: Joint Nursing Science PhD Program (Doctoral) — SUMMER START</td>
</tr>
<tr>
<td>Delivery: Online</td>
<td>Full Time, Part Time, Full Time</td>
<td>Deadline: February 1, 2020</td>
</tr>
<tr>
<td>Program Level: Doctoral</td>
<td>Start Year: 2000</td>
<td>Campus</td>
</tr>
</tbody>
</table>

*Meeting the above does not guarantee acceptance.*
You will click on the “Documents” tab and then upload each of the required documents.

Documents

The following documents are required:

Under “Writing Sample” submit:

Scientific Writing Sample: This example of your written work should demonstrate your intellectual ability (such as logic, critical thinking, analysis, or synthesis) and your technical writing skills (composition, grammar, references or citations). For example, you could submit an academic paper, essay, published article, or a professional report written by you. If someone other than you contributed to this document (including editing), explain your contribution and the contributions of others.

Under “Personal Statement” submit:

Statement of Purpose: In four double-spaced pages respond to the following:

- Why do you want to pursue a Ph.D in Nursing Science?
- What professional goals do you hope to achieve during and beyond your Ph.D. program?
- Describe prior experiences that have prepared you for doctoral study (e.g., research, presentations, publications, leadership roles in practice, education, or professional organizations).
- What are your research interests?
- How might research in this area advance the science of nursing?

Under License: Submit current unnumbered RN license

Under Resume/CV: Submit a current CV or resume which includes Educational History, Professional Employment Information, and current certifications.

Under Test Score Report: Official evidence of scores on the GRE or MAT taken within 5 years of application. GRE information can be obtained online at www.ets.org. The test score requirement can be waived with a graduate GPA of 3.0 or higher or with 5 years or more of experience in the field or with an advanced degree in the US.

Upload Tips

- Review Uploaded Documents: The uploading process may have altered your formatting. Please review before submitting.
- Accepted File Types: doc, docx, pdf, txt, zip, png, jpg. The size limit for each file upload is 16MB.
- Do Not Password Protect Your Documents: Protected documents will not be accepted with your application.
- Conceal Your Social Security Number (SSN): Only use correction fluid if a redacting marker to conceal your SSN before uploading.

Provide supporting documentation for your application. You may update the information in this section at any time prior to submission. Once you have submitted, you will be able to add more documents. If there are optional document uploads available to you, but you will not be able to replace existing document uploads with new versions or delete uploaded documents.

- License

- Personal Statement

- Writing Sample
Next will be the recommendations tab.

**Recommendations**

Our program requires three completed three (3) letters of reference from professionals or professors who can adequately evaluate the applicant and the applicant's previous work or potential for success. Two of the letters are strongly preferred from nurses with doctoral degrees.

1. In order for your evaluator to be able to complete the required recommendation form please copy and paste the following information in the “Personal Message/Notes” section:

   **Evaluator, using the link provided below, please download, complete, sign, save, and upload the form into the Evaluator Portal.**


2. Next, click the “Add Evaluation” button below and paste the above information in the “Personal Message/Notes” box that appears.

3. Complete remaining required boxes, dates, and permissions and then click the “Save This Evaluation Request.”

4. Repeat this process for the remaining two evaluators.

Once you have saved an electronic recommendation, an email request will automatically be sent to the recommender on your behalf. Please advise your recommender to look for this email in their inbox, as well as their spam or junk mail folder, as emails do occasionally get filtered out.

**Letter of Recommendation**

3 required - 3 total allowed
Then you’ll click on the “Questions” tab to answer a few questions.

The answers to these questions will be submitted as part of your application to all University of Alabama in Huntsville Programs.

If you have already answered questions for another of this school's programs, you will see your previous answers below. Changing your answers here will apply those changes to all of this school's programs.

The following questions are required.

**Disciplinary/Criminal History**

- Have you ever been placed on probation, suspended, dismissed, removed, or expelled from any college, university, or other post-secondary institution, or is a disciplinary action pending or expected to be brought against you?
  - [ ] Yes
  - [ ] No

- Have you ever received a restraining order, protective order or similar directive to avoid contact with a group or individual?
  - [ ] Yes
  - [ ] No

- Have you ever been convicted of (a) a felony, (b) an offense involving physical harm to another person or animal, or (c) a sexual offense, which includes, but is not limited to, sexual assault, domestic or dating violence, and stalking?
  - [ ] Yes
  - [ ] No

- Are you currently the subject of pending charges or an indictment, or subject to arrest, for any felony, offense involving physical harm to another person or animal, and/or sexual offense, which includes, but is not limited to, sexual assault, domestic or dating violence, and stalking?
  - [ ] Yes
  - [ ] No
After everything is complete in each area on the dashboard, you’ll see a red #1 on the “Submit Application” tab and you can submit your application.

At any point, you can click on the “?” icon in the upper right hand corner and then choose “Help Center”. This brings up the screen below which includes directions and tutorials on every section of the application.

https://help.liaisonedu.com/GradCAS_Applicant_Help_Center

GradCAS Applicant Help Center

Just getting started? Review the GradCAS Quick Start Guide.

Any questions? Click the icon in the lower right corner to chat with us (or click here to contact us by phone or email).

Got feedback? Click here to help us improve your experience.