



































**Remember to Attach your Personal Statement or Essay to the corresponding Designation (program to which you are applying).**

Application Checklist		
Legend		
 - Optional	 - Required	
 - Incomplete	 - Completed	 - Needs attention
Applicant Information		
 <a href="#">Biographic Information</a>		
 <a href="#">Personal Data</a>		
 <a href="#">Additional Information</a>		
 <a href="#">Parent and Family Information</a>		
 <a href="#">Background Information</a>		
Education		
 <a href="#">Secondary (High) School, Colleges Attended &amp; College Degrees</a>		
 <a href="#">Coursework</a>		
 <a href="#">Tests</a>		
Additional Sections		
 <a href="#">Professional Experience</a>		
 <a href="#">References</a>		
 <a href="#">Personal Statement</a>		
 <a href="#">Curriculum Vitae / Resume</a>		
 <a href="#">Privacy Statement</a>		
 <a href="#">Designations</a>		


## Instructions:

- 1.) If the program(s) you are applying to requires an essay or personal statement then on the Personal Statement section of the application, [https://portal.nursingcas.org/applicants12/index.cgi?rm=list\\_essay](https://portal.nursingcas.org/applicants12/index.cgi?rm=list_essay), click on “Add New Entry”. Note you have the ability to submit school-specific personal statements or essays.

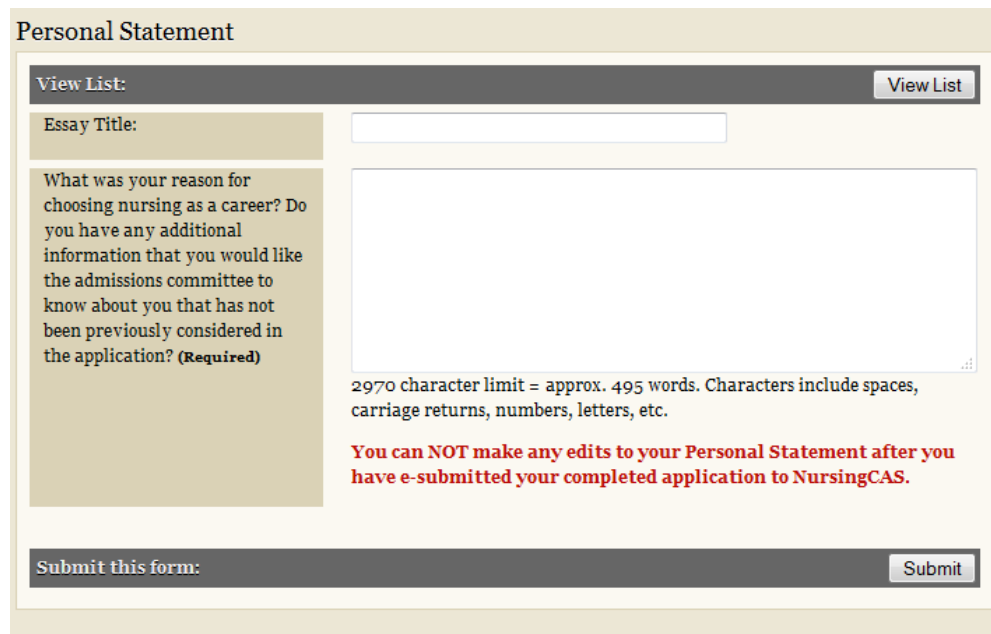


Personal Statement

Add New Entry

TITLE	ACTIONS
Hunter College - BSN	

- 2.) The “Personal Statement” box will appear after you click on “Add New Entry”



Personal Statement

View List:

Essay Title:

What was your reason for choosing nursing as a career? Do you have any additional information that you would like the admissions committee to know about you that has not been previously considered in the application? **(Required)**

2970 character limit = approx. 495 words. Characters include spaces, carriage returns, numbers, letters, etc.

**You can NOT make any edits to your Personal Statement after you have e-submitted your completed application to NursingCAS.**

Submit this form:

In the “Essay Title” box it is helpful if you label the essay to correspond with the appropriate designation. For example, “Rush University DNP Systems Leadership”, labeling it accordingly will help you match the correct essay when you arrive at the designation portion of your application.

Copy and paste or type the text for your essay or personal statement into the text box. Hit “Submit”

## Personal Statement

View List: View List

Essay Title:

What was your reason for choosing nursing as a career? Do you have any additional information that you would like the admissions committee to know about you that has not been previously considered in the application? **(Required)**

THIS IS A TEST ESSAY

2970 character limit = approx. 495 words. Characters include spaces, carriage returns, numbers, letters, etc.

**You can NOT make any edits to your Personal Statement after you have e-submitted your completed application to NursingCAS.**

Character Count: 20

Submit this form: Submit

- 3.) If you need to edit your essay or personal statement after you hit submit. Then click on the small blue icon under the Actions column. If you need to delete it you can click the red X icon under the Actions column.

## Personal Statement

Add New Entry

TITLE	ACTIONS
Rush University DNP Systems Leadership	 
Georgetown University MSN FNP	 

- 4.) Once you reach the final section of the application, "Designations", [https://portal.nursingcas.org/applicants12/index.cgi?rm=list\\_designations](https://portal.nursingcas.org/applicants12/index.cgi?rm=list_designations), remember to attach each school-specific or designation specific personal statement/essay to the corresponding designation.

## Designations

**NOTE: If your designation requires a Personal Statement please be sure to attach it at this time by clicking the "Attach Designation Essay" button in the Designation Essays section below.**

Please add a designation:

Add new designations:

Add

Please add a designation

Click on "Add", locate the designations to which you would like to apply. See example below. And scroll back up to the top of the page if necessary and click on "Confirm" to submit the designation(s) you want to apply to through NursingCAS.

Program Name	City	State
<b>Doctor of Nursing Practice (MSN-DNP)</b>	<b>Online</b>	<b>IL</b>
<b>Tracks</b>	<b>Deadline</b>	<b>Apply</b>
Systems Leadership (Summer 2012)	01/02/2012	<input checked="" type="checkbox"/>

Then a red box will appear so you can review your choice(s), click on "Submit" to confirm you want to select the designation(s). See example below.

Submit these designations:

Cancel

Confirm these designations:

Submit

## Results

**School:** Rush University College of Nursing

**Program:** Doctor of Nursing Practice (MSN-DNP)

**Track:** Systems Leadership (Summer 2012)

[Remove](#)

- 5.) At this point you **MUST** attach the corresponding essay/personal statement to the appropriate designation.

## Designations

**NOTE: If your designation requires a Personal Statement please be sure to attach it at this time by clicking the "Attach Designation Essay" button in the Designation Essays section below.**

Please review your designations:

Name	State	Deadline	Remove
Rush University College of Nursing (Doctor of Nursing Practice (MSN-DNP))	IL	01/02/2012	<input type="button" value="Remove"/>
Programs/Tracks			1
Schools			1
Total Fee:			\$65

Add new designations:

## Designation Essays

Attach Designation Essay:

To attach a designation essay click on "Add", then you will be taken to the section of the application, [https://portal.nursingcas.org/applicants12/index.cgi?rm=designation\\_essay](https://portal.nursingcas.org/applicants12/index.cgi?rm=designation_essay), where you can select and add your essays/personal statement. See below.

## Designation Essay

View List:

Label: (Required)

Essay: (Required)

Designation School: (Required)

Submit this form:

You must type in a Label in the Label text box, for example "Rush DNP Essay" or name it accordingly. This is especially important if you are applying to two different programs or tracks at the same school. Then from the drop down menu next to "Essay" select the appropriate essay. Then from the drop down menu next to "Designation School" select the appropriate school. Hit "Submit".

### Designation Essay

View List: View List

Label: **(Required)**  ←

Essay: **(Required)**  ←

Designation School: **(Required)**  ←

Submit this form: Submit →

**And you will be brought to the following screen.** This screen confirms that the essay is attached to the appropriate designation.

### Designations

**NOTE: If your designation requires a Personal Statement please be sure to attach it at this time by clicking the "Attach Designation Essay" button in the Designation Essays section below.**

Please review your designations:

Name	State	Deadline	Remove
Rush University College of Nursing (Doctor of Nursing Practice (MSN-DNP))	IL	01/02/2012	
Programs/Tracks			1
Schools			1
Total Fee:			\$65

Add new designations: Add

### Designation Essays

Title	Label	School	Date Designated	Remove
Rush University DNP Systems Leadership	Rush DNP Essay	Rush University College of Nursing		<span>Remove</span>

Attach Designation Essay: Add

Unless you are adding and attaching additional designations and essay, this section is complete and you can go back and work on the rest of your application or e-Submit and pay to complete the application process.