

University of Victoria | Master of Nursing – Nurse Practitioner

Guide for Applicants

The application for admission to the University of Victoria's Master of Nursing – Nurse Practitioner Program requires several components. Consult this guide to ensure your application meets the requirements and to plan ahead to gather the documents you'll need.

Key Dates

October 31: application deadline

November 15: document submission deadline; applications without all required documents (*including assessment reports and letters of reference*, but see below for two exceptions) will not be considered for admission, but applicants will be welcome to submit a new application the following year

July 31 (following year): document submission deadline to confirm completion of the statistics course requirement and Indigenous Cultural Safety course requirement

Program-Specific Questions

Personal Statement

The personal statement gives you an opportunity to articulate your preparation for the NP role and your knowledge of and commitment to the NP profession. The statement also serves as a formal sample of your writing ability, a critical component of successful graduate work. The personal statement is uploaded as a supporting document to your application.

For your personal statement, please address the following questions in paragraph form (point-form is not acceptable). **Maximum 750 words total, excluding references.**

1. What skills or lived experience do you have that demonstrate your suitability for the Nurse Practitioner role?
2. Discuss three issues the Nurse Practitioner profession is currently facing in British Columbia. In your discussion, you must cite at least four sources, cited in APA style. You may use a generative AI tool such as ChatGPT for *one* of these sources if you wish; to avoid

violating principles of academic integrity, you must cite the AI tool and add as an appendix to your personal statement all prompts used to create AI-generated content. References are not included in the word count.

3. The Master of Nursing – Nurse Practitioner program is very demanding. Each course requires at least 12 hours of preparation time per week in addition to class time and clinical placement hours. **Working full-time therefore is not feasible.** Please describe specific strategies you will use to meet the time demands of the program. In addition, you will be expected to commute over a longer distance or relocate for one practicum placement. Please describe how you will manage the workload and the travel requirement. Address financial plans and support systems you will have in place.

Direct Clinical Hours

- Applicants must have spent a **minimum of 3600 hours in *direct clinical care*** as an RN (hours in an administrative role such as Clinical Nurse Educator, or roles that are primarily management-focused or supervisory-focused, do not count toward this minimum) within the five years prior to the application deadline of October 31.
- You will be asked to indicate the number of direct clinical hours you have worked, and to upload documentation of **employer verification** of these hours. Human Resources departments at health authorities or other organizations can provide this documentation on request.

Statistics Course

- You must provide evidence of completion of an upper-level (300- or 400-level) undergraduate statistics course at a recognized post-secondary educational institution with a final grade of B or above, by July 31 following the application deadline

Indigenous Cultural Safety Course

- You must complete a course in Indigenous cultural safety and upload verification of completion by July 31 following the application deadline.
- A variety of courses are available. See our website for a list.

Indigenous Citizenship Declaration

We are committed to contributing to increasing the number of Indigenous health professionals in British Columbia and Canada, as called for in the Truth and Reconciliation Commission of Canada's Calls to Action. We invite applicants who can claim Indigenous citizenship to submit an **Indigenous Citizenship Declaration (ICD)** under UVic policy implemented on 1 November 2025.

The declaration is managed through a secure online portal. Submit your ICD through the portal here: <https://www.uvic.ca/ovpi/ways-of-knowing/policies-and-guidelines/indigenous-citizenship-declaration-icd/index.php>

You'll also be asked to indicate in the program-specific questions section of the application to indicate whether or not you are submitting an ICD.

Supporting Documents

Resume

Take note of these points when preparing your resume:

- Clearly describe your **responsibilities**, indicating whether they were/are **clinical** or administrative to show your RN experience meets the minimum requirement for 3600 *direct clinical hours*.
- **Describe fully** the units you worked in (for example: "Victoria General Hospital 6 North (6C/D Acute Medical)" rather than "VGH 6C/D")
- Include **languages** spoken (optional)
- Include **volunteer** experiences
- Include **research, publications, policy briefs**, etc., as applicable

BCCNM Registration

- Applicants must have **current registration as a Registered Nurse** with the British Columbia College of Nurses and Midwives (BCCNM) at the time of application.
- You will be asked to **upload a screenshot** from the BCCNM website showing your registration number.

Assessment Reports and Letters of Reference

You are required to arrange for **two assessment reports** from individuals who can comment on your academic and clinical strengths and suitability for master's-level work. We recommend referees include a **letter of reference** along with their assessment report. In your application, you will submit the names and contact details of these referees. They will receive a link through which they can upload their report and letter in confidence directly to our application portal. This link is typically sent within 24 hours of your application submission.

- If you last attended a post-secondary institution **LESS than five years ago**, submit one assessment report from an **academic referee** (an instructor or professor who has taught you) and one from a **current or former employer** (your supervisor or manager).
- If you last attended a post-secondary institution **MORE than five years ago**, both assessment reports may be from an employment supervisor if you are unable to obtain at least one academic assessment report.

Choose your referees carefully:

- **Do not ask a peer** for an assessment report and letter of reference, even if they know your work well. Reports and letters must be submitted from those who have taught or supervised you.
- **Do ask** your referees to provide **details** in their letter of reference of their assessment of your skills and suitability for master's level academic work, focusing on the **qualities needed for success**, including clinical competence, academic ability, and professionalism, giving **examples** wherever possible.
- Note that **only the first two assessment reports and letters submitted will be read** by the selection committee. There is no benefit to submitting more than two.

Follow up with your referees:

- **Follow up with your referees** to ensure they submit their reports and letters by the November 15 document submission deadline. *Your application will be removed from consideration as incomplete if references are not received by the deadline.*

Questions?

If you have questions about applying to the NP Program, contact Russell Hawkins or Mitchell Brown, Graduate Programs Assistants (nursgradadmin@uvic.ca).