ALICE LEE CENTRE FOR NURSING STUDIES
DOCTOR of NURSING PRACTCE (DNP)
ADMISSION APPLICATION CHECKLIST

All documents are to be submitted in soft copies in the GDA3 online admission system.

Checklist of Documents		Please rename the file(s) as follows:
A.	**Compulsory documents**	
A01	**Curriculum Vitae (CV)** A comprehensive CV highlighting academic achievements, research experience (if any), and relevant professional experience.	*CV_Yourname*
A02	**Personal statement (including a personal/professional development plan)** *Refer to format in Annex.*	*PersonalStt_Your name*
A03	**Project Proposal** A brief project proposal (main content limit to 2 pages), indicating the significance and aims of the project. *Refer to format in Annex.* *To be submitted under Research Proposal category in GDA3 system.*	*Project Proposa0_ Yourname*
A04	A copy of the **Bachelor's degree academic transcript & certificate** with English translation if applicable.	*Bachelor Cert-transcript_ Yourname*
A05	A copy of **Master's degree transcript & certificate** with English translation if applicable.	*Master Cert-transcript_ Yourname*
A06	A copy of the original **Bachelor's and/or Master's degree academic transcript(s)** Please request your university/institution to send it directly to the Alice Lee Centre for Nursing Studies (ALCNS), NUS in a SEALED envelope with its flap bearing the security seal and the signature of the Registrar or representative or via email to nurbox13@nus.edu.sg (*This submission is not applicable for NUS graduates*). *Required for verification of academic documents.* Transcripts submitted through the applicant will not be accepted. Mailing Address: Attention: Ms Lee Pei Ying Alice Lee Centre for Nursing Studies Yong Loo Lin School of Medicine National University of Singapore Block MD6, Level 5, 14 Medical Drive Singapore 117599	*Not applicable*

A07	A copy of **TOEFL/IELTS scoresheet** **Mandatory for applicants whose medium of instruction was not English**. The minimum TOEFL score required is 580/237/85 for the paper-based, computer-based and internet-based tests respectively. For IELTS, the minimum score required is 6. Applicants may be required to provide a letter from your university as proof of the medium of instruction.	*TOEFL/IELTS_ Yourname*
A08	**Two (2) Letters of Recommendation to be provided in the GDA3 online admission system.** *Preferably from professional references (e.g. Chief Nurse / Director / Department Head) who can attest to your leadership, clinical expertise, and research potential.* *The referees will receive a link from the GDA3 online admission system. They are required to submit their recommendations via the link within 2 weeks.*	*LR_Yourname*
A09	A colour copy of **Singapore NRIC** for Singapore citizens / PRs **OR** a copy of the **Singapore Work Pass OR** a copy of the **Passport page** showing nationality and personal details for international applicants.	*NRIC/Passport_ Yourname*
A10	A recent passport-sized **colour photograph**	*Photo_Yourname*
A11	Documentary Evidence for **Financial Support**: - For applicants who are supported by a sponsor: Letter of confirmation from their sponsor	*Finance_Yourname*
A12	**Letter of Employment** A formal document verifying an individual's job status.	*LE-Yourname*
A13	Copy of the **nursing registration with a nursing board** E.g. Nursing registration with the Singapore Nursing Board (SNB)	*NursingReg_Your name*
B	**Optional documents**	
B01	Copy/copies of **Professional Certificate(s)** with English translation if applicable	*Professional Cert Name_Yourname*
B02	Documentary Evidence of **of Academic Awards & Honours** with English translation if applicable	*Award Name_Yourname*

1. Personal Statement *(Maximum: 1000 words)*
Please provide a personal statement addressing the following:

1. Your motivation for pursuing a DNP degree.
2. Your future career aspirations and how the DNP program aligns with them.
3. The impact you envision your DNP education will have on nursing practice and healthcare.
4. Leadership experiences, research interests, or clinical practice that have shaped your decision to pursue a DNP.

(Applicants should use clear and structured paragraphs with headings if necessary.)

2. DNP Project Proposal *(Maximum: 1500 words, excluding references)*

1). Title of Project
- Provide a concise and descriptive title for your proposed DNP project.

2). Background and Significance

- Describe the clinical or healthcare problem your project addresses.
- Explain why this issue is significant to nursing practice and patient outcomes.
- Provide supporting evidence or literature to justify the need for this project.

3). Project Objectives
- Clearly outline the objectives or aims of your project.
- Indicate what outcomes you expect to achieve.

4). Methodology
- Describe the approach or framework you plan to use (e.g., Quality Improvement, Implementation Science, Program Development).
- Explain the setting, population, and key stakeholders involved.
- Outline the data collection methods (e.g., surveys, interviews, patient outcome measures).

5). Expected Impact and Relevance to Nursing Practice
- Discuss how your project will contribute to improving clinical practice, healthcare policy, or patient outcomes.
- Explain how your project aligns with the DNP role in advancing nursing leadership and evidence-based practice.

6). Timeline and Feasibility
- Provide a general timeline for project implementation and evaluation.
- Indicate potential barriers and how you plan to address them.

7). References *(APA 7th edition format)*
- List key references that support your project proposal.