

INSTRUCTIONS FOR ON-LINE APPLICATION TO THE UNIVERSITY OF PITTSBURGH SCHOOL OF NURSING

1. Visit the School of Nursing website (www.nursing.pitt.edu)

<click> [Student Tab](#) <click > [Prospective Student](#)

Applications for Admission



Introduction:

We offer this Web-based application in hopes that it will make our application process as easy and convenient as possible for you. You can get started right now and won't have to wait for us to mail you a package. Applications submitted electronically receive the same consideration as applications submitted on paper.

This application is part of the AY Application Network. You will receive a PIN and Password so that you can return to work on your application over several sessions. Your information is transmitted through a secured server and is kept confidential until you submit your application. Only after you submit your application will it be available for review by our admissions staff.

When you have completed your application and are ready to submit it, you can pay your application fees via credit card online or you can mail a check or money order to the admissions office. No application will be processed until the application fee is paid.

Please carefully read the instructions that appear throughout the application pages. You can only submit your application one time. If you have updates to any information you have submitted, please notify the admissions office at once.

To get started on your application, create an account to the right. If you already have an AY PIN from another school, you can use that same PIN to access our application.

Best of luck. We look forward to reviewing your application.

User Login

Please input your login information below to open your application.

PIN:

Password:

[Forgot your PIN or Password?](#)

Create Account

If you are new to our application and do not already have a PIN, please click on the button below to register for a new account.

[Technical Support](#)

[Security Information](#)

2. Creating an account requires:
First Name, Last Name, a valid E-mail address, Birth date (mm/dd/yyyy), Zipcode (enter 00000 if no Zipcode)
3. Creating a Passcode:
Please enter a personal password to access your application in the future. Passwords must contain a minimum of 6 characters, including at least one letter and one number. The allowed characters are a-z, A-Z, and 0-9. No symbols may be used. Here are some examples of passwords that **are not** allowed: 123456, allalphas, l1ke, pl@ces, unt!! , my_app.
4. <Click> **Create Account**
A confirmation email containing your **PIN** information will be automatically sent to the email address that you provided. If you want an email confirmation with your password information, you must check the box below the password. **Please note, however, that as with all email, the information contained within the email message is not secure.**
[NB: Write the PIN number down and keep in a safe place. If you had checked the box requesting an email to be sent with your password, you will receive an email with the PIN number and or the password].

Once you have your assigned PIN number and a password, you may login in using your PIN and password. (see illustration above) This will take you to the Application for Admission screen.

<click> on Application for Admission

On the left hand side you will see the sections of the application that must be complete in order to have an application successfully submitted.

Application for Admission

[Personal Information](#)

Name, citizenship, social security, gender, birth date, ethnicity, marital status, home/ mailing address, email address, and a relative contact with address, phone and email. **(Please note unless noted that information is “optional” every question must be completed to continue to the next section.)**

[Education](#)

Provide school code of institution you have attended (Look up code box provided) provide type of degree, and date of degree. **If the school you have attended is not listed on the search page, <click> on the Look up box again, and type in “School not Found” and a school code of 999999 will appear.** <click> on 999999 and it will populate the information needed so that you may continue to the next section

[Other Information](#)

Select Academic Year (drop down box), Select Full time or Part time, Admit type (New), select academic level (Graduate/Undergraduate/RN options or UG/Accelerated), select Academic Program, (DNP, Masters, RN-Options, PhD, Post BSN/MSN cert., Accelerated, School Nurse), select Academic Plan (drop down box choices based on academic program selection), select Campus(drop down box), check box if attended previous MSN program, cut & paste any Honors Awards, Publications, etc., (optional)

[Employment](#)

Enter employer name, city, state, position, start date/end date (up to 3 employers) enter professional licensure #, and state/country of issuance. Select upload document (click browse button to search your computer for copy of RN license). Hint: (scan copy of license onto your computer for upload)

[Tests](#)

Select Test applicable/required for selected program (Test Scores are self reported) Enter date you’ve taken test or plan to take. You must have official scores sent to the School of Nursing. International students must report TOEFL scores, and official scores sent. If you haven’t taken test, please enter zeroes in order to complete application.

[Essay/Supporting Documents](#)

Upload Essay Hint: have essay document saved on your computer (click upload button, then browse button to search your computer for essay document). Essay instructions for each area of concentration are listed in the section. **Upload Resume/CV Hint:** have resume/CV saved on your computer (click upload button, then browse button to search your computer for resume/CV document. Resume/CV instructions for each program are listed. **The upload of a document allows the application to read your saved document from your computer (when you <click> on the browse button, the computer will search your saved document and attach it to the form.**

[Additional Information \(International Graduate Students Only\)](#)

All International students must complete this section

[Dependent Information
\(International Graduate
Students Only\)](#)

All International students must complete this section

[Recommendations](#)

<Click> on Recommender's Provider List, Then click on Add button. (you will need the name, full address, phone, email address, title, Employer of Recommender) check if you wish to waive your right to examine letter of rec., check if recommender will be submitting letter of recommendation on-line. You have the option to include a personal note to your recommender (optional)

[Downloadable Forms](#)

You have the option of downloading Recommendation forms for recommenders who do not wish to supply a recommendation on line. (You may print these forms and mail them to your recommender. The recommender can send the completed forms to the School of Nursing. International students may download the International Supplemental forms, complete them and mail the forms to the **School of Nursing, 3500 Victoria Street, 239 Victoria Bldg., Pittsburgh, PA 15261.**

[Check Your Application](#)

<Click> on Check your application You will receive congratulations message that your application is complete and to proceed to submission button appears <click> on button. (If not complete, messages will pop up to require you to complete section that was incomplete.

You will be able to view/print your application in pdf. Please make sure that all the information is correct. After you have reviewed the information you will see;



I have read and understand the above information and wish to submit this Application System at this time.
Please note: The Application System is not submitted until you see the words "Submission Complete!"

After you have checked the above box, <click> continue which will take you to the application fee page.

You have 3 payment options; check (you must mail \$50 check made payable to the *University of Pittsburgh*, or fee waiver (only if previous applicant within 1 year or current student), or credit card. Once you have selected you payment option, a box will pop up to confirm your option choice, <click> OK.

Then a signature page will pop up, prompting you to enter your name.

****CONGRATULATIONS!!!!!!! YOUR APPLICATION HAS BEEN SUCCESSFULLY SUBMITTED.**