**Policy No.  201**

## UNIVERSITY OF PITTSBURGH
## SCHOOL OF NURSING

## ACADEMIC POLICIES AND PROCEDURES FOR THE
## GRADUATE PROGRAM

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**TITLE OF POLICY:**          **INTERNATIONAL STUDENT ADMISSION**

**ORIGINAL DATE:**          September 1, 1995

**LAST REVIEWED/REVISED:**      May 2013

**POLICY:**      International student applications to the accelerated $2^{nd}$ degree BSN,  master's or doctoral programs in nursing are reviewed according to the criteria and procedures in Policy No. 152 (Admission: requirements for accelerated $2^{nd}$ degree BSN applicants), Policy 280 (Admission: Doctor of Nursing Practice and Master's Program) and Policy 231 (admission to the PhD program). Applicants classified as Non-immigrant Student (F-1) or Exchange Visitor (J-1) are international students, regardless of where they studied.  Students who have F-1 or J-1 visa status may not register until they have attended a Check-In Session with the Office of International Services (OIS).   The applicant with education outside the United States is required to seek an official third party transcript evaluation.

Qualified applicants are admitted without discrimination on the basis of race, color, religion, ethnicity, national origin, age, gender, sexual orientation, marital or handicapped status.

The School of Nursing (SON) reserves the right to require individual curricular adjustments whenever particular deficiencies or needs are found even after arrival and enrollment, at the student's expense if necessary.  This could include enrollment in courses prerequisite to the regular course of study or additional course work in English as a second language. See Policy 365.

In addition to the criteria stated in SON Policies 152, 280 and 231, international student applicants, to the programs in nursing, must also meet the following criteria:

1. Meet the minimum scores set by:  the School of Nursing for Proficiency in English; Policy No. 365; University Policy 09-02-01 (http://www.cfo.pitt.edu/policies/procedure/09/09-02-01.html ) which may include Official TOEFL scores (within 2 years) or IELTS Scores.

2. Pass the Commission on Graduates of Foreign Nursing Schools (CGFNS) examination. (MSN/DNP applicants)

3. Licensed to practice nursing in their state/territory of the United States or Geographical area where clinical practicum will be completed. (MSN/DNP applicants)

**PROCEDURE:**

1. Applicant or OIS inquiries are directed to the Student Services Office (SSO).

2. All correspondence to foreign applicants will be sent overseas by air mail or some mode of telecommunication.

3. Application materials must be submitted to SSO and completed six (6) months prior to beginning of term seeking admission**.**

4. The coordinator will evaluate the applicant's career goals to determine whether or not these goals can be met by the program. If possible or necessary, an interview by telephone could be conducted.

5. Following the procedures delineated in Policies No.152, 280 and 231, the coordinator makes an admission recommendation and completes the Assessment of English Language Proficiency for Admission Form 0131 if admission is recommended. Completed Forms to be submitted to SSO. (SON policy No. 365). http://www.cfo.pitt.edu/policies/procedure/09/09-02-01.html

6. If the applicant meets the criteria as stated in Policy No. 152, 280, 231, SSO sends a letter of admission with an e-mail admission packet to the applicant. If not, a rejection letter is sent to the applicant.

7. Letters of admission/e-admission packet must instruct the applicant to submit the following to Student Services Office (SSO):

   a. Submit signed Accept/Decline form that the offer of admission is accepted or declined
   b. If accepts, complete Certification of Financial Responsibility with signatures for required Proof of financial support.
      i. For the accelerated 2$^{nd}$ degree BSN program see OAFA website (Certification of Financial Responsibility http://www.oafa.pitt.edu/intladm.aspx )
      ii. For the graduate programs (http://www.nursing.pitt.edu/students/prospective/docs/nursing_supplemental_form.pdf )
   c. Submit the University Applicant Data form (all of the above are included in the packet.)

8. SSO will compile the applicant's materials so that "Everything in the following list must be submitted to Office of International Services (OIS) for an admitted international student before the file is cleared for review and processing" with a memo/cover sheet:.
   - Completed "Department Request for Processing Admitted International Student: C*hecklist*
   - Copy of the admission letter with PeopleSoft ID# written at the top (Note: The record must be in PeopleSoft).
   - Documentation from the student that the offer of admission has been accepted (e.g., receipt for deposit; confirmation letter, email, or other correspondence, etc.).
   - Completed "English Language Proficiency Form".

- Copy of any departmental financial award letter indicating type (e.g., GSA), amount, and duration of award (only necessary if this is not already included in the admission letter).
- Original completed "International Graduate Student Supplemental Application Form" and for accelerated 2$^{nd}$ degree BSN see OAFA website ( http://www.oafa.pitt.edu/intladm.aspx ); including original Certification of Financial Responsibility and original supporting documents
- Completed "Delivery of Visa Documents: *Department Document Delivery Preference Form*"
- Photocopy of identification page of student's passport
- If past deadline for request, please include Petition for Exception form: "*Request for exception…*"

9. When the OIS receives all of the above, they review the file for evidence of financial support. If appropriate and acceptable financial support has been submitted, a visa document is issued to the student and/or a welcome letter is prepared with instructions to the applicant as to the steps to be followed for registration.

   If the file does not have acceptable financial support information, OIS corresponds with the applicant stating what is required.

10. The Student must attend a Check-In Session with OIS before OIS will remove the student's registration hold in People Soft.
    At the Check in Session:
    a. Student must submit copies of their passport, visa, and I-94 card.
    b. If student's whose primary language is not English, student will be notified to take the Michigan Test of English Language Proficiency prior to being permitted to register for course work. Following administration of the additional test of English language proficiency, the English Language Institute (ELI) will send the scores and ELI recommendation to the academic unit.
    c. Student will be instructed to meet with their academic advisors to begin the registration process and may be required by their academic department or school to complete all remedial work recommended remedial work stated on the English Test Score and Recommendation Form from ELI.
    d. Student will be instructed to contact SSO when Check-In Session has been completed.

11. After student contacts SSO, if hold is still on in PeopleSoft, SSO will inform OIS.

12. After hold released by OIS, SSO will inform the Coordinator hold released.

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