Policy No. 201

UNIVERSITY OF PITTSBURGH
SCHOOL OF NURSING

ACADEMIC POLICIES AND PROCEDURES FOR THE
UNDERGRADDUATE AND GRADUATE PROGRAMS

TITLE OF POLICY: **INTERNATIONAL STUDENT ADMISSION**

ORIGINAL DATE: September 1, 1995

LAST REVIEWED/REVISED: APRIL 2016

POLICY: International student applications to the accelerated 2nd 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 2nd degree BSN applicants), Policy 280 (Admission: Master's and Doctoral Program) and Policy 231 (admission to the PhD program) Applicants classified as Non-immigrant Student (F-1)/Exchange Visitor (J-1) are international students, regardless of where they studied. Students who have F-1 or J-1 status may not register for courses until they have provided the Office of International Services (OIS) with all of the information required to create their I-20 or DS-2019. 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 disability status.

The School of Nursing reserves the right, even after arrival and enrollment, to require, at the student's expense if necessary, individual curricular adjustments whenever particular deficiencies or needs are found. 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 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 as per SON Policy No. 365; University Policy 09-02-01 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)

    For Prelicensed applicants: After admission to a graduate program has been granted, actual enrollment in courses with a clinical component is contingent upon successful completion of the NCLEX examination and licensure as a registered nurse in Pennsylvania.

PROCEDURE:

1. Inquiries are directed by the applicant or the OIS 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 are returned to Student Services and should be received 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 (SON policy No. 365).

6. If the applicant meets the criteria as stated in Policy No. 152, 280, 231 Student Services sends a letter of admission to the applicant. If not, a rejection letter is sent to the applicant.

7. Letters of admission must instruct the applicant to take the following actions to the Student Services Office (SSO):

    a. Submit signed Accept/Decline form that the offer of admission is accepted or rejected.
    b. Submit the University Applicant Data form.

8. Upon receipt of communication from the student that the offer of admission is accepted, Student Services will provide the following information to OIS via My OIS (my.ois.pitt.edu)

    a. A digital version of the student's admission letter..
    b. A digital version of the student's academic funding letter, if applicable.
    c. Online form that confirms that the student has met the University's requirements for English Language Proficiency (TOEFL, IELTS, etc.).
    d. Online form to confirm delivery of immigration document (I-20 or DS-2019:
        i. Sent by OIS by express mail using an account number supplied by the School of Nursing
        ii.

9. After receiving the information above, OIS will contact the admitted student to collect biographical information, and financial documentation, if applicable. If appropriate and acceptable biographical information and financial documentation has been submitted, an I-20 or DS-2019document is issued to the student. OIS will remove the "OIS Missing Data" hold from the student's record in PeopleSoft, and the student may register for courses. OIS will send specific instructions to incoming students about the steps that they need to take with OIS after arriving on campus.

    If the student does not provide adequate biographical information or financial documentation, OIS will correspond with the applicant, stating what is required.

10. The Student must attend a mandatory Welcome Session and In-Person Appointment with OIS.

    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.

    a. 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.

        b.   Student will be instructed to contact SSO that Check-In Session has been completed.

11. If hold is still on in PeopleSoft after student contacts SSO, SSO will inform OIS.

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

Approved by Graduate Faculty Organization: 12/85
Revised 97-98, 99-00, 03-04, 12-13; 15-16
Revisions Approved by Faculty 5/98, 2/00, 02/04;