Policy No. 201

UNIVERSITY OF PITTSBURGH
SCHOOL OF NURSING

ACADEMIC POLICIES AND PROCEDURES FOR THE
GRADUATE PROGRAM

TITLE OF POLICY: **INTERNATIONAL STUDENT ADMISSION**

ORIGINAL DATE: September 1, 1995

LAST REVIEWED/REVISED: SEPTEMBER 2018

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 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, and sexual orientation, marital or handicapped 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)

PROCEDURE:
1. Inquiries are directed by the applicant or the OIS to the office of Student Affairs and Alumni Relations (SAAR).

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

3. Application materials are returned to SAAR 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 SAAR 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 office of Student Affairs and Alumni Relations (SAAR):

   a. Submit signed Accept/Decline form that the offer of admission is accepted or rejected.
   b. Complete and submit the International Graduate Student Supplemental Application Packet for the School of Nursing, obtainable from the School of Nursing website.
   c. Submit the University Applicant Data form.

8. Upon receipt of communication from the student that the offer of admission is accepted and a completed International Graduate Student Supplemental Application Packet for the School of Nursing, SAAR will forward the following to OIS:

   a. A copy of the letter of admission.
   b. A copy of the communication from the student that the offer of admission is accepted.
   c. The completed International Graduate Student Supplemental Application Packet for the School of Nursing.
   d. The completed Assessment of English Language Proficiency for Admission Form 0131.
   e. Instruction for the delivery of a visa document (I-20):
   f. Sent by OIS by express mail using an account number supplied by the School of Nursing

9. When the Office of International Services receives all of the above, OIS reviews 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 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;