

**UNIVERSITY OF PITTSBURGH
SCHOOL OF NURSING**

**ACADEMIC POLICIES AND PROCEDURES FOR THE
UNDERGRADUATE AND GRADUATE PROGRAMS**

TITLE OF POLICY: INTERNATIONAL STUDENT ADMISSION

ORIGINAL DATE: September 1, 1995

LAST REVIEWED/REVISED: APRIL 2021

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.

The University of Pittsburgh, as an educational institution and as an employer, values equality of opportunity, human dignity, and racial/ethnic and cultural diversity. Accordingly, the University prohibits and will not engage in discrimination or harassment on the basis of race, color, religion, national origin, ancestry, sex, age, marital status, familial status, sexual orientation, gender identity and expression, genetic information, disability, or status as a veteran. The University also prohibits and will not engage in retaliation against any person who makes a claim of discrimination or harassment or who provides information in such an investigation. Further, the University will continue to take affirmative steps to support and advance these values consistent with the University's mission.

This applies to admissions, employment, and access to and treatment in University programs and activities. Additional information on this policy is available at www.bc.pitt.edu/policies/policy/07/07-01-03.html.

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:

Meet the minimum scores set by the University and School of Nursing for Proficiency in English as per SON Policy No. 365; University Policy 09-02-01 which may include Official TOEFL, IELTS (The International English Language Tests), or DET (Duo Lingo) scores.

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 prelicensure 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. To be eligible to take the NCLEX in Pennsylvania, you must have passing scores on the Commission on Graduates of Foreign Nursing Schools (CGFNS) examination.

PROCEDURE:

1. Inquiries are directed by the applicant or OIS to the Student Affairs and Alumni Relations Office (SAAR).
2. All correspondence to foreign applicants will be sent by email
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 will be conducted.
5. Following the procedures delineated in Policies No.152, 200, 280 and 231, the coordinator makes an admission recommendation.
6. If the applicant meets the criteria as stated in Policy No. 152, 200, 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 will instruct the applicant to take the following actions to the SAAR:
 - a. Submit signed Accept/Decline form that the offer of admission is accepted or rejected.
 - b. Make an appointment with an OIS immigration specialist.
8. Upon receipt of communication from the student that the offer of admission is accepted, SAAR 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, DET etc.).
 - d. Online form to confirm delivery of immigration document (I-20 or DS-2019) sent by OIS by express mail using an account number supplied by the School of Nursing.
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-2019 document 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.
11. If the student's primary language is not English, student will be required 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 by ELI.

Revised 97-98, 99-00, 03-04, 12-13; 15-16, 16-17, 20-21

Revisions Approved by Faculty 12/85, 5/98, 2/00, 02/04; 04/16