

Application Instructions

Please read these instructions and follow them carefully. Incomplete or inaccurate information will delay the processing of your application.

In order to be considered for admission, you must include items 1 through 3. Item 4 is optional.

- (1) **College of General Studies Application Form.** Complete the enclosed application form. Your application cannot be processed unless each item is completed. Be sure to sign the form.
- (2) **\$40 Nonrefundable Application Fee.** You may pay your application fee by check or money order (payable to University of Pittsburgh), VISA, or MasterCard. Your application will not be processed without it.
- (3) **Official Transcripts from High School (or GED Scores) and transcripts from all colleges attended.** Instructions on how to obtain official transcripts and GED test scores and two transcript request forms are included. If you need additional forms, you may (1) make photocopies or (2) write to the remaining educational institution(s) including the information asked for on the transcript request form. Sign and date your request.

Transcripts are needed for all students, except those who do not plan, at this time, to earn another undergraduate degree. Once official transcripts are submitted to CGS, they will not be returned to the applicant.

- * **Note:** Inactive CGS students (those who have not registered for classes through CGS in the last three terms) may be required to resubmit all official transcripts.
- (4) **Optional Personal Evaluation.** We encourage you to provide a written personal evaluation that reviews your recent academic and/or professional history plus a discussion of your goals. Use a separate sheet of paper and attach it to your application.

For financial aid information and eligibility requirements, contact the University of Pittsburgh's Office of Admissions and Financial Aid at **412-624-7488** or www.pitt.edu/~oafa/fahome.html

Demographic Information

The information collected on this page is designed to provide the institution with ethnic, gender, disability, and citizenship data on all applicants. The data are used by the University to respond to requests from governmental agencies for aggregated summary information that must be provided by law. This information will not be used by the University in making admission decisions nor will the information on individual students be released outside the University without the written permission of the student.

Gender – please check (✓) one: male female

Ethnicity – How are you most comfortable describing yourself? Please check (✓) one:
 African American American Indian/Alaskan Native Asian/Pacific Islander Hispanic White Not applicable

Citizenship – please check (✓) one:

(US) U. S. Citizen **(FP)** U. S. Immigrant Permanent Resident **(FS)** Non-Immigrant Student Visitor **(RF)** Refugee in the U. S.

(US) U. S. Citizen – A person owing allegiance to the United States of America.

(FP) U. S. Immigrant Permanent Resident – One who intends to make the U.S. his or her permanent residence and who is in possession of a permanent immigration visa issued by the Department of Justice.

(FS) Non-Immigrant (student visitor) – All aliens who have residence in a foreign country that they have no intention of abandoning, and whose stay in the United States is limited to a defined period of time and a definite purpose that, by its nature, may be promptly accomplished.

(RF) Refugee – All aliens who have fled or been rejected from their country of nationality for reasons of race, religion, political opinion, or war.

1. Employer name _____ address _____

Employer offers tuition assistance yes no

2. Is your Father a resident of Pennsylvania?

not a Pennsylvania resident

yes, less than one year

yes, more than one year

Is your Mother a resident of Pennsylvania?

not a Pennsylvania resident

yes, less than one year

yes, more than one year

Is your Guardian a resident of Pennsylvania?

not a Pennsylvania resident

yes, less than one year

yes, more than one year

Is the Student a resident of Pennsylvania?

not a Pennsylvania resident

yes, less than one year

yes, more than one year

I certify that the information given on this application is true, complete, and accurate to the best of my knowledge.

Signature _____ Date _____

Note: If you need additional forms, you may (1) make photocopies or (2) send a letter to the remaining institution(s) being sure to include the information asked for on the Transcript Request form. Be sure to sign and date your request.

- Student:**
- * Please send this form to the school from which the transcript is being requested.
 - * Do not return this form with your application.
 - * Be sure to send a check or money order with all requests for college transcripts.

Transcript Request Form

Please send a copy of my official transcript to:

**College of General Studies, 4th floor Cathedral of Learning
University of Pittsburgh, Pittsburgh, PA 15260
Fax: 412-624-5461**

Your name _____ Social Security # _____
last first middle

Your present address _____
street apartment #

_____ city state zip code

Name on transcript, if different from one on application _____

For high school/college:

Name of high school/college last attended _____

Date of last attendance or graduation _____

For GED scores:

Name of center at which test was taken _____

Signature _____ Date _____

Registrar: Please Return Request Form with Transcript

Transcript Request Form

Please send a copy of my official transcript to:

**College of General Studies, 4th floor Cathedral of Learning
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Your name _____ Social Security # _____
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Name on transcript, if different from one on application _____

For high school/college:

Name of high school/college last attended _____

Date of last attendance or graduation _____

For GED scores:

Name of center at which test was taken _____

Signature _____ Date _____

How to Obtain Official Transcripts and GED Test Scores

Important:

If your transcripts (or GED test scores) and application bear different names, please have the transcripts (or GED test scores) sent under the name on your College of General Studies application.

High School Transcripts

If you attended more than one high school, send a transcript request form only to the one from which you graduated. Phone the high school office to find out if there is a fee for transcript service. If so, send a check or money order with the request to speed the process. Transcripts can be faxed to 412-624-5461, and will be considered official if faxed directly from the school.

Note: If the high school has closed or merged, mail the request to the local Board of Education or Diocesan office. Exact street addresses are not necessary for high schools; the name of the school and the zip code are sufficient.

GED Test Scores

Send a transcript request form to the following address if the test was taken in Pennsylvania. GED Scores, Commonwealth of Pennsylvania, Department of Education, 333 Market Street, Harrisburg, PA 17108.

Outside of Pennsylvania, contact the Board of Education in the school district where the test was taken, specifying the year the test was taken and the high school in which you were last enrolled.

College Transcripts

Send a transcript request to all colleges attended. College credits from other accredited colleges or universities will be evaluated when official transcripts are received. Most colleges charge a fee for each official transcript. Send a check or money order with the request to speed the process. Transcripts can be faxed to 412-624-5461, and will be considered official if faxed directly from the school.

Send for your official transcripts (or GED test scores) at once; your application cannot be processed without them.

University of Pittsburgh Application Fee – Credit Card Payment

Student's name (last, first, middle) _____ Check one (✓): Visa MasterCard
Daytime telephone (_____) _____ Expiration date _____
Credit card number _____
Print name as shown on card _____
Cardholder's signature _____
Today's date _____



University of Pittsburgh

Equity in Athletics Disclosure Notice

Students and prospective students have the right to review the University's most recent report prepared pursuant to the Federal Equity in Athletics Disclosure, Act 20 U. S. C. 1092. The report is available in Hillman Library. Inquiries may be made at the Reference/Information Desk.

Safety and Security Brochure

As mandated by federal and state law, the University of Pittsburgh has published a brochure that describes safety and security policies, procedures, and programs, as well as campus crime statistics for the past three years. If you would like a copy, please write to:

Campus Safety Information

Mailing Services
University of Pittsburgh
400 N. Lexington Avenue
Pittsburgh, PA 15260

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, disability, or status as a disabled veteran or a veteran of the Vietnam era. Further, the University will continue to take affirmative steps to support and advance these values consistent with the University's mission. This policy applies to admissions, employment, and access to and treatment in University programs and activities. This is a commitment made by the University and is in accordance with federal, state, and/or local laws and regulations.

For information on University equal opportunity and affirmative action programs and complaint/grievance procedures, please contact: William A. Savage, Assistant to the