

# SCHOOL OF ADULT AND PROFESSIONAL STUDIES

## Application for Graduate Admission

### TO APPLY

#### ALL APPLICANTS

- Complete this application for admission and return it with a non-refundable \$30 application fee.
- Request official transcripts from every previous institution(s) attended and have them sent to Point Park University
- Submit two letters of recommendation. Your references should be in a position to assess your potential for successful graduate study.
- The graduate programs at Point Park University require a minimum undergraduate QPA of 2.75, normally with 3.0 in the undergraduate major. Applicants with lower QPAs may be admitted on the basis of relevant professional achievement, exceptional standardized test scores or other unique qualifications. The Curriculum & Instruction major requires a 3.0 QPA due to PA Department of Education guidelines.

### GENERAL INFORMATION FOR ALL APPLICANTS

Once your application file is complete, you will be notified immediately of your admission status. Please call (412) 392-3808 if you have any questions, or to see if your transcripts have arrived.

Name: [ ] Mr. [ ] Miss [ ] Ms. [ ] Mrs. \_\_\_\_\_  
Last First Middle Former or Maiden Name

Address: \_\_\_\_\_  
Street Apt. No. City State Zip Code

Phone(s): ( ) \_\_\_\_\_ ( ) \_\_\_\_\_ ( ) \_\_\_\_\_  
Home phone Work phone Fax

Social Security Number: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Citizenship: [ ] U.S. [ ] Other (Please specify): \_\_\_\_\_ Visa Status (Please specify): \_\_\_\_\_

If not a citizen:

Permanent Resident: [ ] Yes [ ] No Permanent Resident Number: \_\_\_\_\_

### MAJOR OF INTEREST - SELECT ONLY ONE MAJOR

#### MASTER OF BUSINESS ADMINISTRATION (MBA)

- Management Track
- International Business Track
- Management Information Systems Track
- Intended Format
- Evening
- Saturday Accelerated

#### M.A. in CURRICULUM & INSTRUCTION

A resume and a statement of purpose are required which address how your professional experience and career goals relate to graduate study.

- General
- \*PA State Certification K-12
- Adult Learning & Training

\*Please see clearance requirements on reverse side

#### M.A. in EDUCATIONAL ADMINISTRATION

Applicants must have 5 years of professional school experience in an instructional area.

#### M.S. in CRIMINAL JUSTICE ADMINISTRATION

A resume and a statement of purpose are required which address how your professional experience and career goals relate to graduate study.

#### M.S. IN ENGINEERING MANAGEMENT

Applicants must have an engineering tech or related undergraduate degree.

#### M.F.A. IN THEATER ARTS

- Acting Concentration

#### M.A. in JOURNALISM & MASS COMMUNICATION

A 500-word statement explaining your motivation and expected benefit in attaining this degree is required. Applicants with undergrad QPA's below 2.75 are required to submit a copy of official scores from the GRE (Graduate Record Examination).

- Print
- Broadcast
- Public Relations
- Advertising

#### PRINCIPAL CERTIFICATION

Applicants must have 5 years of professional school experience in an instructional area.

### ENTRY TERM

- I would like to begin:
- Fall (Aug/Sept) 20 \_\_\_\_\_
  - Spring (January) 20 \_\_\_\_\_
  - Summer (May) 20 \_\_\_\_\_

### ACADEMIC GOAL

- Master's Degree
- Non-degree/Visitor

### INTENDED STATUS

- Full-time (9+ credits per term)
  - Part-time (less than 9 credits per term)
- \*International students must attend on a full-time basis only.

# Graduate Application for Admission *cont'd*

Have you previously applied for admission to Point Park University?  Yes  No  
\*\*Are you interested in applying for financial aid (i.e. grants/loans)?  Yes  No  
Are you interested in applying for a graduate assistantship?  Yes  No  
Do you plan to reside in the university's residence hall?  Yes  No

\*\*Available to U.S. Citizens only

## **ADDITIONAL INFORMATION**

The following information is used in compiling institutional data and is not a factor in admissions decisions.

Male  Female  Married  Single

Birth Date: \_\_\_\_/\_\_\_\_/19\_\_\_\_ (Necessary for financial aid processing)

Ethnic background:  American Indian/Alaskan Native  Asian/Pacific Islander  African American  
 Hispanic  Caucasian Non-Hispanic  Multi Racial, Other

## **EMERGENCY CONTACT INFORMATION**

Name: \_\_\_\_\_ Relationship to Student: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

## **EDUCATIONAL BACKGROUND**

Post-Secondary Schools (Proprietary Schools, Community Colleges, Colleges or Universities) attended:

Name	City	State	Dates Attended	Degree

Have you ever been placed on probation, suspended, or dismissed from any previous institution?  Yes  No

If yes, please explain: \_\_\_\_\_

Training Programs (Please list corporate, government or military courses/schools):

## **CLEARANCES\* (Required for Curriculum & Instruction Majors, K-12 Certification only.)**

I have the following current clearances:

Yes  No Pennsylvania Child Abuse History (Act 151)

Yes  No Request for Criminal Record Check (Act 34)

All students are required to have current clearances by the completion of their first semester.

## **EMPLOYMENT INFORMATION**

Employer: \_\_\_\_\_ Position: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip Code

Does your employer have a tuition benefits program that you qualify for?  Yes  No If yes, yearly Limit: \$ \_\_\_\_\_

*Point Park University reserves the right to accept or reject any application based on appropriate criteria. An interview is not required as part of the admission process but under certain circumstances an interview may be requested by the admission committee in order to arrive at an admission decision.*

I certify that the information on this form is complete and accurate. I understand that falsifying any of this information may result in cancellation or dismissal from the University. I authorize the use of my transcripts by the appropriate personnel in evaluating my application to the University.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Mail this completed form to: POINT PARK UNIVERSITY, Office of Adult Enrollment, 201 Wood Street, Pittsburgh, PA 15222-1984, (412) 392-3808

NOTICE OF NON-DISCRIMINATION: Point Park University does not discriminate on the basis of race, color, national origin, sex, age, religion, ancestry or disability in the administration of any of its educational programs, activities, or with respect to admissions or employment. This policy is in accord with State and Federal laws, including Title VI of the Education amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act and the Age Discrimination Act of 1975. Inquiries regarding these policies may be referred to the Director of Human Resources, 2nd Floor, Thayer Hall, telephone number (412) 392-3952.