

D U Q U E S N E U N I V E R S I T Y

JOHN G. RANGOS, SR. SCHOOL OF HEALTH SCIENCES



OFFICE OF DOMESTIC ADMISSIONS
First Floor, Administration Bldg.
Pittsburgh, PA 15282
Phone: (412) 396-6220 or (800) 456-0590

International Students send all application materials to:
Office of International Affairs
601 Duquesne Union
Duquesne University
Pittsburgh, PA 15282 USA

FOR OFFICE USE

- Fee Paid
 Fee Pending

Admissions Application

Master of Health Management Systems Program

Social Security Number (if available) _____

NAME _____
Last First Middle

COUNTRY OF CITIZENSHIP: _____

PRESENT ADDRESS _____
Number and Street City State Zip Code Country

TELEPHONE NUMBERS: Home (_____) _____ Work (_____) _____ FAX (_____) _____

PERMANENT ADDRESS _____
Number and Street City State Zip Code Country

TELEPHONE NUMBERS: Home (_____) _____ Work (_____) _____ FAX (_____) _____

E-MAIL: _____

Mailing address (Where you want your correspondence sent) Present Address Permanent Address

Complete the appropriate admission date:

Fall/September 20 _____

Spring/January 20 _____

Summer/May 20 _____

Do you plan to attend on a part-time basis? full-time basis? *(All international students must attend Duquesne on a full-time basis.)*

For what degree? MHMS MHMS/MBA*

**Applicants for joint degrees must apply to and be accepted into both programs separately.*

Mailing address for the John F. Donahue Graduate School of Business: 704 Rockwell Hall, Duquesne University, Pittsburgh, PA 15282.

How did you learn of Duquesne University's John G. Rangos, Sr. School of Health Sciences Master of Health Management Systems Program?

Academic Record

Name of College Attended <i>(Begin with most recent)</i>	Dates of Attendance	Degree Received	Date
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Employment Record *(If you have not been employed full-time, list any part-time or summer jobs you have held.)*

Company	Dates of Employment	Position	Supervisor
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Awards, Scholarships, Honorary Fraternities and other honors:

_____	_____
_____	_____
_____	_____
_____	_____

List the organizations to which you belonged in college:

Extra-Curricular Activities:

For International Students Only

LANGUAGE PROFICIENCY:

Have you taken the TOEFL Test? Yes No

If yes, on what date? (month/day/year) _____ What was your score? _____

If no, when do you plan to take the TOEFL Test? (month/day/year) _____

NOTE: You must provide an official TOEFL score report if your native language is not English. Applicants for teaching assistantships should also provide scores on the Test of Spoken English (TSE). Scores must be current to within one year of application. The Duquesne University TOEFL Institution Code is 2196.

INTERNATIONAL STUDENT DATA:

If you are presently in the United States, indicate your visa status: F-1 F-2 J-1 J-2 Other _____

Please submit a photocopy of your current I-20 form (F visa students) or IAP-66 form (J visa students) to assist in processing your application for transfer to Duquesne.

To Be Read and Signed by All Applicants

Critical Self-Evaluation must also be completed (see reverse side).

It is the policy of Duquesne University to admit those applicants who are best qualified to profit from the opportunities it offers for intellectual, spiritual and social growth. It does not discriminate on the basis of religious preference, sex, race, color, national or ethnic origin, non-performance related handicap or veteran's status in the administration of its educational policies, admissions policies, scholarship and loan programs, and athletic or other University-sponsored programs.

Crime statistics are available upon request.

I understand that my continuance upon the rolls of the University, the receipt of academic credits, graduation, and the conferring of any degree or the granting of any certificate are strictly subject to the disciplinary authority of the University, which is vested in the President, and subject to his reserved powers, in the dean of each faculty.

Check each item on this form to make sure that you have provided all required information. Make sure that you include the required application fee of \$50.00 (U.S.) payable to Duquesne University.

Your signature below indicates that you have read this application carefully and that the information you have provided is correct and complete.

Signature _____ Date _____

Critical Self-Evaluation

(Must be typed. Use additional sheets as necessary.)

Describe in detail how the integration of the three bodies of knowledge of the Health Management Systems MHMS Program will assist you in your present position, if employed, and in the achievement of your future goals.

Important Information

1. Complete all sections of the application form.
2. At this time neither GRE nor GMAT scores are required as part of the application process for any student enrolling in the MHMS program exclusively.
3. **You must submit official transcripts with the application.** Unofficial transcripts are not acceptable. Contact the schools that you attended to request an official copy of your transcript be sent to Office of Domestic Admissions, First Floor Administration Building, Pittsburgh, PA 15282 (Phone 412-396-6220 or 800-456-0590). You must submit official transcripts from all schools attended whether or not some of the work is shown as advanced standing on another transcript.

Only Duquesne transcripts will be accepted under separate cover. The Registrar's Office will forward the transcript via campus mail upon the student's written request. There is no fee for forwarding a Duquesne transcript to a University office. However, Duquesne graduates who have also attended another school must submit official transcripts from those schools. This is required even if the information appears as advanced standing on the Duquesne transcript or if another University department has an official copy of the transcript on file.

4. **You will be notified by mail** of the admission decision. Admission decisions are not released over the telephone. If you are admitted, an evaluation of your academic background will be mailed to you within two weeks after the admission decision.
5. **Correspondence** (including the application) should be addressed as follows (International students see item 6 below):
Office of Domestic Admissions, Duquesne University, First Floor Administration Building, Pittsburgh, PA 15282.

6. FOR INTERNATIONAL STUDENTS ONLY:

Original TOEFL scores and Duquesne University Affidavit of Support Form must be completed in full and submitted together with required officially-certified statements of financial resources available from you to support your education at Duquesne University. (See estimated costs for academic year available from the Office of International Affairs.) See Affidavit of Support Form for acceptable documents of financial verification. No uncertified photocopies can be accepted.

International students must submit the following information in accordance with the above outlined instructions: an **application form** for the John G. Rangos, Sr. School of Health Sciences, official or certified copies of all college or university transcripts along with English translations, and a \$50.00 application fee. Send all application materials to the following address:

Office of International Affairs
Duquesne University
601 Duquesne Union
Pittsburgh, PA 15282 USA

The Duquesne University TOEFL Institution Code is 2196. The department code is 02. **If your TOEFL scores are more than one (1) year old, you must retake the exam.** You may telephone Educational Testing Service (ETS) regarding the TOEFL at (609) 771-7760 or mail correspondence to:

TOEFL
P.O. Box 6151
Princeton, NJ 08541-6151

Financial aid is not available to international students in the School. **NOTE:** International students must have a four-year bachelor's degree. **Three-year bachelor's degrees are not acceptable.** If you have a three-year degree you must either (a) complete a bachelor's degree in an accredited U.S. college or university or (b) obtain a master's degree in your own country. International students should contact the Office of International Affairs at Duquesne University with questions regarding immigration status or immigration documents.
