



## Application Requirements:

In order to consider your intention to transfer into or change majors within the John G. Rangos, Sr. School of Health Sciences (RSHS), you are required to complete the following application materials:

### 1. Application

Please complete the one-page 2009/2010 Internal Transfer Application on the other side of this page.

### 2. Essay

Applicant **MUST** submit a typed, double-spaced, critical self-evaluation essay including (a) why you became interested in the field and the program for which you are applying; (b) general work experience and any other experiences you wish to share; (c) honors you have received; (d) long-term professional goals. Competitive essays demonstrate an awareness of the field and are usually a maximum of three pages in length. Applicant should include a resume or curriculum vita.

### 3. Experience Summary

Provide a complete summary of all health care experiences in the applicant's field of interest. The summary must indicate the facility name, supervisor's name (including signature and licensure number where applicable), dates of experience(s), and types of responsibilities and/or observations. Athletic training applicants must include documentation of a minimum of 100 hours of observation and/or experience under the supervision of a certified athletic trainer prior to admittance into the professional phase of the program (fall of the third year). Occupational therapy applicants must include documentation of 120 volunteer hours with 60 hours in a community setting providing services and 60 hours of volunteer or paid experience in occupational therapy prior to entrance to the professional phase (spring of the third year). For physical therapy there is a minimum requirement of 250 volunteer hours in a minimum of two different clinical sites prior to admittance into the professional phase of the program fall of the fourth year).

### 4. Outline of Courses

On a separate typed sheet, please provide an outline of any courses taken or to be taken during the fall 2009, spring 2010 and summer 2010 semesters.

### 5. Copies of High School and College Transcripts

You should discuss your intention to transfer or change majors with your current academic advisor and have him/her send a transfer memo, along with a copy of all your high school and college transcripts, to the RSHS Office of the Dean, Room 302 Health Sciences Building.

Please return your application, essay, experience summary, and outline of courses in one packet to:

Office of the Dean  
Rangos School of Health Sciences  
Duquesne University  
302 Health Sciences Building  
Pittsburgh, PA 15282

The minimum Q.P.A. necessary to apply to the physical therapy and speech-language pathology programs is 3.0. The minimum Q.P.A. necessary to apply to athletic training, health management systems and occupational therapy is 2.75. Your application is not considered complete and will not be reviewed until you have submitted all of the above information. The fall 2007 deadline for completed applications is as follows:

Physical Therapy	May 1, 2008
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Athletic Training Health Management Systems Occupational Therapy Speech-Language Pathology	July 1, 2008
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Physical Therapy applicants will be notified of the admissions decisions by approximately the end of March 2008. Applicants to the Athletic Training, Health Management Systems, Occupational Therapy and Speech-Language Pathology programs will be notified on a rolling admissions basis. Please contact the Office of the Dean at 412.396.6652 if you have any questions regarding the status of your application.