



Application for Undergraduate Admission

2017-2018 Academic Year

You can complete this application online at
duq.edu/apply

All applicants must submit a completed application.
The Admissions Committee will not review incomplete applications.

Office of Undergraduate Admissions

600 Forbes Avenue
Pittsburgh, PA 15282-0201
412.396.6222
800.456.0590
Fax: 412.396.5644
Email: admissions@duq.edu
duq.edu/admissions

Office of International Admissions

600 Forbes Avenue
Pittsburgh, PA 15282-1201 USA
412.396.6113
Fax: 412.396.5178
Email: intladmissions@duq.edu
duq.edu/international-admissions

ADMISSION APPLICATION DEADLINES

NOVEMBER 1

Early Decision (Fall applicants only)

Students who intend to only apply to Duquesne University may consider the Early Decision option. Accepted applicants must submit a non-refundable deposit by **December 31, 2016**. Applicants to multiple colleges should NOT apply as Early Decision.

DECEMBER 1

Early Action – ONLY for *Occupational Therapy, Pharmacy, Physical Therapy, Physician Assistant Studies, or Biomedical Engineering majors*

FEBRUARY 1

4+4 Program with Lake Erie College of Osteopathic Medicine

DECEMBER 15

Apply by this date and we will waive the \$50 application fee

FINANCIAL AID

All applicants who wish to be considered for federal, state and institutional need-based financial aid must submit the Free Application for Federal Student Aid (**FAFSA**) with a priority date of **October 1** for PA State Grant consideration. International students are ineligible to receive federal or state financial aid.

APPLICATION REQUIREMENTS

ALL APPLICANTS

- ✓ Completed, signed and dated **Duquesne University Application for Undergraduate Admission**
- ✓ **\$50 application fee** (waived if we receive your application before December 15.)
- ✓ All official **secondary school transcripts and post-secondary school transcripts**, if applicable. Transcripts marked "Issued to Student" are *not* official. High school transcripts should also include senior coursework.
- ✓ All official **SAT and/or ACT** scores sent directly from the testing board or as part of the official high school transcript unless applying for "Test Optional" admission. Please see bottom of page 4 for additional details.
- ✓ **One recommendation from an academic source** required for health professions applicants. Recommendations optional for applicants to other programs. Please see page 8 for recommendation form.
- ✓ **Personal Essay required for health professions applicants.** No essay required for applicants to other programs. Health professions applicants, please discuss the following:
 - Tell us something unique about you, why you chose your particular major, and how you expect Duquesne University to help you achieve your academic, personal and professional goals. Please include any examples of your research, shadowing or volunteer experiences.
- Essay for Health Science transfers** – Please refer to the websites listed under 'Transfer Applicants' for your specific essay requirements.

MUSIC APPLICANTS

A performance audition is required. Special requirements for the Post-baccalaureate Music Education/Music Therapy Certification programs apply. For additional information regarding the audition process, please visit the Music School website at www.duq.edu/music or contact the Mary Pappert School of Music directly at 412.396.5064 or email musicadmissions@duq.edu. Auditions occur between the months of October and March. International applicants who cannot audition in person must submit a 15-minute video audition (DVD or Youtube link) demonstrating their performance abilities.

PHYSICAL THERAPY FRESHMAN APPLICANTS

Documentation of volunteer, paid, or shadowing experience in a physical therapy setting is recommended (40 hours to be completed before the start of the freshman year).

TRANSFER APPLICANTS

All transfer students must also complete the Duquesne University **Transfer Form** at www.duq.edu/transfer-form

Health Sciences Transfer – Please refer to the John G. Rangos, Jr. School of Health Sciences website – www.duq.edu/health-sciences – or call 412.396.6652 for additional requirements.

Nursing Transfer – Please refer to the School of Nursing website – www.duq.edu/nursing – for additional requirements.

Pharmacy Transfer – Seats to which students may transfer to our Doctor of Pharmacy program are very limited. Please refer to the School of Pharmacy website for information regarding transfer opportunities - www.duq.edu/pharmd-transfer.

SECOND DEGREE APPLICANTS

Nursing – Please refer to the School of Nursing website – www.duq.edu/nursing – for application requirements.

Pharmacy – If you have, or will earn, an undergraduate degree by the end of the current academic year, you may be interested in our Pharm D weekend program. Learn more at www.duq.edu/pharmacy.

INTERNATIONAL APPLICANTS

Please see pages 2 and 7 for international application requirements.

EARLY ADMISSION APPLICANTS

Exceptional students who wish to enter college prior to high school graduation may apply for Early Admission. The student's first year of college is applied toward the completion of their high school diploma with prior agreement from their school. Early Admission applicants must have a cumulative grade point average (GPA) of 3.5+ and a minimum SAT score of 1200 (Critical Reading and Math) or ACT score of 26. An **interview** with an admissions counselor, a **personal essay** and **written permission from the applicant's high school principal** are also required. For more details, contact the Admissions Office. Apply by July 1 following your junior year in high school.

COLLEGE CREDIT IN HIGH SCHOOL (CCHS) APPLICANTS

High school juniors and seniors who wish to take University courses before they graduate from high school will follow the requirements for all applicants, as stated above. Students enrolled in CCHS receive University credit for courses taken. Courses will be offered at a reduced tuition rate. For more details, contact the Admissions Office.

INSTRUCTIONS FOR INTERNATIONAL APPLICANTS ONLY

APPLICATION REQUIREMENTS

In addition to the requirements for all applicants, international applicants must submit original or certified copies of academic records from all secondary (high school) and any post-secondary (college/university/institute) schools attended. Copies must be certified by a school or embassy/government official. Transcripts (grade reports) marked "Issued to Student" are not official. All non-English grade reports and documents must be accompanied by certified English translations. International applicants are also required to submit at least one (1) letter of recommendation from someone who can speak to both your academic and personal strengths as well as a personal statement of at least 300 words which answers the following questions and includes any examples of research, shadowing or volunteering experiences: - What is unique about you? - Why have you chosen this major? - How will Duquesne help you to achieve your academic, personal and professional goals?

For transfer students, certified translations of course descriptions must also be submitted.

ENGLISH LANGUAGE REQUIREMENTS

Students with a first language other than English may begin a full schedule of academic coursework by meeting one of the following standards:

- Obtain a minimum score of score of 70 on the Internet-based TOEFL (or 525 on the Paper-based TOEFL) and a score of 5 out of 6 on the Duquesne University Writing Test
- Obtain a minimum score of score of 6.5 on the IELTS (International English Language Testing Service) and a score of 5 out of 6 on the Duquesne University Writing Test
- Obtain a minimum score of score of 100 on the Accuplacer (with no sub-score lower than 85) or 70 on the Michigan EPT (English Placement Test) administered at Duquesne University, and a score of 5 out of 6 on the Duquesne University Writing Test
- Compete all ESL courses and language testing requirements at Duquesne University with passing grades and satisfactory scores.

Students may enroll in partial academic classes and partial ESL classes, as assigned by their ESL advisor, by meeting one of the following standards:

- Obtain a minimum score of score of 60 on the Internet-based TOEFL (or 500 on the Paper-based TOEFL) and a score of 4.5 out of 6 on the Duquesne University Writing Test
- Obtain a minimum score of score of 6 on the IELTS (International English Language Testing Service) and a score of 4.5 out of 6 on the Duquesne University Writing Test
- Obtain a minimum score of score of 90 on the Accuplacer (with no subscore lower than 80) 65 on the Michigan EPT (English Placement Test) administered at Duquesne University and a score of 4.5 out of 6 on the Duquesne University Writing Test

Students who are accepted into Duquesne University undergraduate programs and do not meet the standards listed above for will be enrolled in the ESL program until their language proficiency is sufficient to begin academic work.

FINANCIAL INFORMATION

1. International applicants must complete and submit a notarized or certified Duquesne University Affidavit of Financial Support Form (page 8) as required by United States immigration law for verification of financial resources available to meet their educational expenses.
2. International applicants must also submit documents certifying availability of adequate financial resources. These documents, which are official verification of available funds, may be one of the following: official bank statements with bank official's signature/seal, or official copy of sponsoring agency's guarantee (for agency-sponsored students).
3. **Libermann Scholarship Information:** International applicants may be considered for partial-tuition scholarships offered through the Office of International Programs. Scholarships are awarded according to academic merit and are applicable to tuition costs only.

McAnulty College of Liberal Arts

BA Classical Civilization
 BA Classical Greek
 BA Classical Languages
 BA Classical Latin
 BA Communication Studies
 BA or BS Computer Science
 BA Corporate Communication
 BA Digital Media Arts
 BA Economics
 BA English (optional concentrations in Literary Studies and Writing)
 BA History
 BA Integrated Marketing Communication
 BA International Relations
 BA Liberal Arts Self-Designed Major
 BA or BS Mathematics
 BA Modern Languages
 BA Multiplatform Journalism
 BA Philosophy
 BA Political Science
 BA Psychology
 BA Public Relations and Advertising
 BA Rhetoric
 BA Sociology (optional concentrations in Criminal Justice and Social Justice and Policy)
 BA Spanish
 BA Theatre Arts
 BA Theology
 Undecided Liberal Arts

Bayer School of Natural and Environmental Sciences

BS or BA Biochemistry
 BS Biology
 BS Chemistry
 BS Environmental Chemistry
 BS Environmental Science
 BS or BA Physics
 BA Physics/BS Engineering
 (in cooperation with Case Western Reserve University and the University of Pittsburgh)
 MS Forensic Science and Law (entry-level master's degree program; includes bachelor's in either biochemistry or biology)
 Undecided Science

Dual Degree Programs

BS Biochemistry/MS Biotechnology
 BS Biology/MS Biotechnology
 BS Chemistry/MS Biotechnology
 BS Biology/MS Education
 BS Chemistry/MS Education
 BS Physics/MS Education
 BS Biology/MS Env. Sci. & Mgmt.
 BS Chemistry/MS Env. Sci. & Mgmt.
 BS Environmental Science/MS Env. Sci. & Mgmt.

Students must apply to the Bayer School of Natural and Environmental Sciences for Dual Degree Programs.

Palumbo-Donahue School of Business

BSBA 3/3 Law
 BSBA Accounting
 BSBA Economics
 BSBA Entrepreneurship
 BSBA Finance
 BSBA General Business
 BSBA Information Systems Management
 BSBA International Business
 BSBA Legal Studies
 BSBA Management
 BSBA Marketing
 BSBA Sports Marketing
 BSBA Supply Chain Management (optional track in Health Care Supply Chain Management)
 Undecided Business

School of Nursing

BS Nursing
 Second Degree – BSN (for the non-nurse)
 RN-BSN (for licensed registered nurses only)

School of Education - Leading Teacher Program

BSED Early Childhood Education (PK – 4)
 BSED Middle Level Education (Grades 4 – 8)
 BSED Education/Latin (K – 12)
 BSED Secondary Education/English (7 – 12)
 BSED Secondary Education/Math (7 – 12)
 BSED Secondary Education/Social Studies (7 – 12)
 Undecided Education

Dual Degree Programs

BA/BSED English
 BA/BSED Latin (K - 12)
 BA/BSED Mathematics
 BS/BSED Mathematics
 BA/BSED History/Social Studies

Students must apply to the School of Education for Dual Degree Programs.

John G. Rangos Sr. School of Health Sciences

BS Athletic Training
 BS Health Management Systems (concentrations in Health Administration, Health Information or Pre-Med)
 OTD Occupational Therapy
 DPT Physical Therapy*
 MPAS Physician Assistant Studies*
 MSSLP Speech-Language Pathology

Mary Pappert School of Music

BS Music Education
 BM Music Technology (Composition, Performance, Sound Recording)
 BS Music Therapy
 BM Performance (Classical, Jazz Guitar, Organ)
 Undecided Music
 Post Baccalaureate/Music Education Certification
 Post Baccalaureate/Music Therapy Certification

Mylan School of Pharmacy

Doctor of Pharmacy*

BS Biomedical Engineering*

BS Biomedical Engineering/BS Nursing*

BS Biomedical Engineering/Math

*Please refer to Admission Application Deadlines on page 1.

Activity Interests – For a complete list of student organizations, visit www.duq.edu/student-life

Athletics: Varsity, Intramural
Club Sports Athletics: Men's Crew, Men's Ice Hockey, Men's Indoor Track
Clubs/Student Organizations: Academic Honors Club, Black Student Union, Campus Ministry, Campus or Community Service Group, Dance, Debate, Dramatics/Theatre, International Student Organization, Instrumental Music, Professional Clubs, Publications/Literacy, Student Government, Tamburitians, Vocal Music
Greek Life: Fraternities or Sororities
ROTC: Air Force, Army, Navy
Squads: Cheerleading, Dance, Pep Band

I'm interested in participating in clubs and activities at Duquesne.

APPLICATION FOR UNDERGRADUATE ADMISSION

Please read the application requirements on page 1. Be sure to type or print clearly in ink. Incomplete applications will not be reviewed.

Check One: U.S. Citizen Permanent Resident/Greencard #: _____ International Applicant/Country of Citizenship*: _____

A. PERSONAL INFORMATION

Legal Name _____ Male Female
Last First Middle

Home Address _____ City _____ State/Province _____

Zip/Postal Code _____ County _____ Country _____

Preferred Contact Number (_____) _____ Date of Birth _____

E-mail _____ U.S. Social Security Number _____ - _____ - _____ (If available for international students.)

Are you related to an alumnus of Duquesne University? ____ Yes ____ No If yes, please complete the following:

Relationship _____ Name _____ Degrees/Date _____

Relationship _____ Name _____ Degrees/Date _____

What is your ethnicity?

Hispanic or Latino Not Hispanic or Latino

Select one or more races to indicate what you consider yourself to be.

American Indian or Alaska Native

Asian

Black or African American

Native Hawaiian or other Pacific Islander

White

Religious Denomination or Rite _____

B. ENROLLMENT STATUS

When do you plan to enroll? ____ Fall (August) ____ Spring (January) ____ Summer (May) Year: 20 _____

I am applying as (Choose one only):

Regular Decision

Transfer (will you have a Baccalaureate Degree before you enroll? Yes No)

College Credit while in High School (CCHS)

Early Decision Freshman (Apply by Nov. 1)

International First Year

Early Admission Freshman

Second Baccalaureate Degree

International Transfer

Do you plan to live on campus? Yes No

I am applying to the following major: (See Academic Majors, page 3) _____

In addition to my selected major, I also want to be considered for one of the following special programs:

Pre-Law

Duquesne University Pre-Medical & Health Profession Programs (PMHPP) - Academic requirements: Minimum 3.5 cumulative GPA, minimum 1240 New SAT, 1170 Old SAT or 26 ACT

Please note that the PMHPP exists separately from all schools and is not an academic program at Duquesne. You should only check the box for PMHPP consideration if you plan to apply to medical, dental or other health professional school following degree completion at Duquesne University.

If you are applying for admission to our School of Pharmacy, Nursing or Health Sciences you will receive specialized advisement and preparation to enter your chosen profession through your academic program. The PMHPP is not required for those programs, and it is not necessary for you to enroll in the PMHPP - unless you plan to apply to medical, dental or another health professional school after graduating from Duquesne.

Duquesne University-LECOM 4+4 Linkage Program and Early Assurance Program – Competitive Admission process: Minimum 3.5 cumulative GPA, minimum 1240 New SAT, 1170 Old SAT or 26 ACT. For additional information go to www.lecom.edu. Apply by February 1.

For Nursing, Pharmacy and Health Science Applicants:

I have reviewed and understand the Technical Standards (www.duq.edu/technical-standards) required for this program.

For Business, Liberal Arts and Music majors only:

I would like to be considered as "Test Optional."

If you do not have SAT or ACT scores, or believe your scores do not reflect your academic achievement and ability to be successful in our College of Liberal Arts, you may choose to apply as a Test Optional candidate. You must have a minimum cumulative high school GPA of 3.0, college preparatory curriculum and extracurricular involvement, and you must submit our standard essay.

*See page 2 for additional requirements for international students.

C. EDUCATIONAL BACKGROUND

Secondary school from which you will graduate or have graduated:

School Name _____ CEEB Code _____ School Phone Number (____) _____

School Address _____

City _____ State/Province _____ Zip/Postal Code _____ Country _____

Counselor's Name _____ Counselor's E-mail Address _____

Graduation Date _____ Did you earn college credit while in high school ? Yes No

List any other secondary or post secondary educational institutions attended. (List any additional schools on a separate sheet of paper.)

Name of Institution _____ CEEB Code: _____

From (Mo./Yr.) _____ to (Mo./Yr.) _____ School Phone Number: (____) _____

Name of Institution _____ CEEB Code: _____

From (Mo./Yr.) _____ to (Mo./Yr.) _____ School Phone Number: (____) _____

D. PERSONAL INFORMATION

1. Have you ever been convicted, pled guilty or no contest (nolo contendere) to a crime other than a summary traffic offense?

____ Yes ____ No (If yes, attach a separate sheet and describe in full detail.)

2. Are there any criminal charges presently pending against you other than a summary traffic offense? ____ Yes ____ No

(If yes, attach a separate sheet and describe in full detail.)

3. Are you eligible to participate in any tuition assistance programs such as SAGE, TAP, Tuition Exchange, etc.? ____ Yes ____ No

If yes, please list program: _____ If SAGE, what is the amount of your tuition reward? _____

4. List all dates you have taken or plan to take the SAT/ACT (Mo./Yr.): _____

5. Are you a seminarian? ____ Yes ____ No

6. Are you a Duquesne employee or the son or daughter of a full-time Duquesne employee? ____ Yes ____ No

If yes, list employee's name and department: _____

7. Are you a sister, brother, niece or nephew of a Spiritan Father or Brother? ____ Yes ____ No

If yes, list relative's name and relationship: _____

8. Are you a veteran? ____ Yes ____ No

If yes, have you served at least 90 days on active duty after September 10, 2001? ____ Yes ____ No

9. Are you the spouse of a veteran? ____ Yes ____ No

If no, are you the dependent (daughter or son) of a veteran? ____ Yes ____ No

E. FAMILY INFORMATION

Father/Guardian/Spouse _____

Mother/Guardian/Spouse _____

Address _____ City _____

Address _____ City _____

State/Province _____ Zip/Postal Code _____

State/Province _____ Zip/Postal Code _____

County _____ Country _____

County _____ Country _____

Home Phone (____) _____ Work Phone (____) _____

Home Phone (____) _____ Work Phone (____) _____

E-mail Address _____

E-mail Address _____

Occupation _____

Occupation _____

List any degrees _____

List any degrees _____

F. SIGNATURE

ALL APPLICANTS: Sign and date this application below and submit a non-refundable application fee of \$50 (US) payable to Duquesne University. I understand that my continuance at 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. Your signature below indicates that you have read this application carefully and that the information you have provided is correct and complete.

Signature _____ Date _____

EARLY DECISION APPLICANTS ONLY: I hereby affirm that I have made application to Duquesne University as my first college choice. I understand that I will receive a decision from the Committee on Admissions by December 15. Upon admission, I agree to withdraw applications from all other colleges and to make a non-refundable deposit of \$500 by December 31. If my application is deferred to Regular Decision, I am automatically released from the terms of this agreement.

Date _____

Signature of Applicant _____ Signature of Guardian/Guidance Counselor _____

AFFIDAVIT OF FINANCIAL SUPPORT FORM

INSTRUCTIONS: Please PRINT or TYPE. This form has two initial parts — one for privately supported students and one for agency-supported students. Privately supported students receive financial support from their own resources, their parents, or a relative/friend. Agency-supported students receive support from a government or other agency. You need to complete only one of the first two parts (private or agency), unless you will receive support from both of these sources. All applicants, including scholarship candidates, must complete part 3.

This form must be accompanied by evidence of available finances in the form of original notarized or certified official BANK STATEMENTS, EMPLOYER'S GUARANTEE/STATEMENTS, or AGENCY FINANCIAL GUARANTEE. **No uncertified photocopies can be accepted.** Certified/notarized documents are those that have been stamped with a seal of authentication by an authorized official.

Be sure to sign this form after completing Part 1 OR Part 2 AND Part 3. (No immigration documents can be issued until all financial resource certifications have been received by Duquesne University.) **Part 3 must be completed and notarized to make this document official.**

Name of Applicant _____
Last (Family Name) First (Given Name) Middle

Country of Citizenship _____ Date of Birth _____
Month/Day/Year

PART 1 – PRIVATELY SUPPORTED STUDENTS

As the financial sponsor of the applicant whose name appears above, I attest to my ability to furnish financial support for expenses of the above applicant's study at Duquesne University and am providing evidence of available funds for the academic year specified for the program indicated in this application.

Name of Sponsor _____
Relationship to Sponsored Student _____
Signature of Sponsor _____
Date _____ Signature and Seal of Notary _____

PART 2 – AGENCY-SUPPORTED STUDENTS

As the financial sponsor of the applicant whose name appears above, our organization will financially support the applicant's study at Duquesne University.

Name of Agency _____
Student's Agency Identification Number (if known) _____ Date _____
Name and Title of Agency Authorizing Official _____

PART 3 – FINANCIAL RESOURCES AVAILABLE: SUMMARY STATEMENT

NOTE: Institutional compliance with U.S. law and immigration regulations requires that all international applicants provide evidence of sufficient financial resources to support their education. The total funds available to you from all sources (whether single or combined) must meet the total of estimated academic year costs for your degree program at Duquesne University. Duquesne will not issue immigration documents without this documentation as defined above. The amounts below must match the amounts indicated on the bank statements/financial guarantees provided.

1) Personal Funds Available.....\$ _____ Bank Certification enclosed
2) Agency Funds Available.....\$ _____ Financial Guarantee enclosed
3) Total (1 and/or 2).....\$ _____

I certify that the information provided in this Affidavit of Financial Support Form is correct and complete. All privately supported students must have this form notarized with appropriate signature and seal before submission.

Signature of Applicant _____ Date _____

OPTIONAL RECOMMENDATION FORM

Please have this form completed by an academic source at your school and return to Office of Admissions, Duquesne University, 600 Forbes Ave., Pittsburgh PA, 15282, fax to 412.396.5644, or e-mail to recommendations@duq.edu.

Note: Health Sciences, Pharmacy, Forensic Science, Natural and Environmental Sciences and Nursing applicants should request a recommendation from either a science or math teacher.

Applicant's Name _____

High School Name, City and State _____

Please check one column in each line to critique the applicant's character and abilities.

	Excellent	Good	Average	Below Average	No Basis
Character and Personality					
Integrity and Values					
Leadership					
Emotional Maturity					
Extracurricular Involvement					
Contributions to the School/Community					
Intellectual Ability and Achievement					
Intellect					
Creativity					
Critical Thinking					
Motivation/Initiative					
Communication Skills					

Overall Evaluation and Comments:

How long have you known the applicant? _____

What is your relationship to the applicant? _____

My judgment on this individual regarding admission to Duquesne University is to: (check one)

- Recommend
 Do not recommend
 Recommend with hesitation

Your Name: _____ Occupation/Title: _____

Phone: _____ E-mail: _____

Address: _____

Signature _____ Date _____

Do you authorize the Disclosure/Release of this recommendation to the applicant? Yes No

Notice of Nondiscrimination Policy

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 athletics or other University-sponsored programs.

Security Statistics, Policies and Procedures

Pursuant to the requirements of the *PA College and University Security Information Act* and the *Clery Campus Crime Statistics Act*, the annual Campus Security Report can be found on the University website at www.duq.edu or a copy can be requested from the University Public Safety Department at 412.396.6002. The Report contains three years of on/off campus crime statistics, the University's policy statement, a description of relevant campus programs and the procedures for reporting crimes. Daily crime logs are available for review in the Department of Public Safety by calling 412.396.6007 from 8:30 a.m. to 4:30 p.m., Monday through Friday.



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