

Thank you for your interest in the School of Education. Please print or save these instructions to assist you in completing the online application process. The list below refers to the screen you will see as you progress through the application. We have provided additional information and instructions for each screen. Should you have questions regarding the application process, please contact us at 412-396-1559, or email us at sas@duq.edu. Our office is open Monday through Friday, 8:30 a.m. to 4:30 p.m. EST. Please note that there might be requirements for admission in addition to this application. Please consult our "Apply Now" website to find out about these requirements. Some web browsers might not be up to date on your computer, so if you come across a section that is not giving you the information explained in these instructions, it is best to save your work and open the application in an alternative web browser.

Admission Login/PIN (Personal identification Number)

- Once you get to the application page, click on "First time user account creation" so that you can create a Login and PIN.
- After entering this information, click on "Login". You will need this information if you wish to return to the application or if you are "timed out" while completing the application.
- If you forget your Login ID or PIN, contact the Duquesne University Help Desk at help.duq.edu or 412-396-4357.

Application Menu

- If this is your first time applying online to the School of Education, please click "New".
- If you have already created an application, you may click on your existing application and proceed.

Application Type

- Please select one of the following application types.

"Graduate Domestic" – select if you are seeking a master's or doctoral degree.

"Graduate Non-Degree" – select if you wish to enroll in classes and are not seeking a degree.

"Graduate Re-Admit" – select if you were previously enrolled in a master's or doctoral degree at Duquesne University, but have not taken classes in the past two semesters.

Apply For Admission

- Select which term you are interested in applying for. Some programs have specific entrance terms, so please consult with the Program Director as to when the next cohort will begin.
- Fill in your name. Only your first and last name are required.

Application Checklist

This checklist guides you through entering information about yourself and your academic history. Please work through each link and provide the requested information.

Name

- Please fill in any additional information about your name and if you have applied to Duquesne University or have attended classes here in the past.

First Address and Phone

- We require a legal address and phone number be entered and this data will go through a verification software.
- If you are an international student, please adhere to the examples given to fill out your address.

Mailing Address

- Please enter your mailing address, even if it is the same as the previous address you entered.

Personal Information

- Please indicate your status in the United States.
- We ask for your Social Security Number so it will help us review and find your records easily. This number is not required for admission, but it is for Financial Aid.

Program

- Please select which Degree Program you are applying for.
- We ask that you indicate which campus you wish to study on. Most will be on Duquesne campus; however, School Administration applicants have the choice between Duquesne, Saturday Satellite, Pittsburgh Emerging Leadership Academy, Intermediate Unit #1, or Online, and Educational Studies applicants have the choice between Duquesne and Online. If you are unsure which campus better suits your academic goals, please consult with that degree's Program Director.
- Please select if you will be completing the degree part time or full time.
- If you are currently employed, please list your employer(s).

Previous College

- To look up the College Code of an institution you attended before, click on "Lookup College Code", enter the state, then the city and the college should be on the final list.
- Once you click "Copy selected Previous College information to Data Entry form", all of the information, or if your institution was not on the list, you will be able to enter their information.
- If you attended more than one institution, please click "Enter or View another College" to enter those details.

Background Information

- Please answer these three questions. Any false answers will affect your admission to the University.

Once you have completed all seven sections, click "Application is Complete" and your application will begin processing.