

Application Instructions Degree Programs

Thank you for your interest in the School of Leadership and Professional Advancement (SLPA). Please print or save these instructions to assist you in completing the online application process. The headlines below refer 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 800.283.3853, or email us at slpaadmissions@duq.edu, or via live chat at www.duq.edu/leadership. Our office is open Monday through Thursday, 8:00 am to 6:00 pm EST and Friday through Saturday, 8:00 am to 4 pm EST.

Please note that you are not required to take the SAT, ACT, GRE, GMAT or any other standardized test for admission to the School of Leadership and Professional Advancement.

Notice for applicants seeking online courses/programs:

Due to higher education regulation changes, effective August 1, 2011, Duquesne University is unable to accept applications for admission to online programs and courses from students residing in Alabama, Arkansas, Iowa, Massachusetts and Wisconsin. For questions, please contact Paul-James Cukanna in the Office of Admissions at 412.396.5002 or grademg@duq.edu.

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 Leadership, 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 follow application types

- “*UG-SLPA - Freshman*” – select this if you are seeking a **bachelor’s degree** but you *do not have* previous college credits.
- “*UG-SLPA - Transfer*” – select this if you are seeking a **bachelor’s degree** but you *do have* previous college credits.
- “*GR-SLPA - Graduate*” - select this if you are seeking a **master’s degree**.

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.

- **Mailing Address**

This optional item is for those who may not be currently located at their permanent home address, including military personnel. From time to time we mail time-sensitive information and a current mailing address is helpful. If you are presently at a location that is not your permanent home address and you would like to receive information at that location, please list that location in this section. The address that you have listed can be changed at any time.

- **Personal Information – Birth Date**

Although providing your birth date is not required as part of the application process, it is strongly recommended because it will eventually be used to create a Duquesne MultiPass account. MultiPass is an identity management system that creates one user name and password to provide access to multiple University electronic resources.

- **Degree Program of Interest**

If you are an **undergraduate** applicant, you must select one of the five available majors.

You will also be asked for a class format/location. If you have elected to take a combination of online and campus courses, select the format that you anticipate taking more frequently (e.g., if you plan to take mostly online courses with occasional campus courses, please indicate “online”).

- **Personal Statement/Essay**

If it is more convenient for you to type your personal statement in Word or another word-processing application, please do so and then paste it into the text box in the application.

- If you are applying for an **undergraduate degree**, please submit a brief statement describing your background and educational/career goals.
- If you are applying for **master’s degree**, please submit a detailed statement (approximately 500 words) describing your academic and professional goals and discussing why you wish to enroll in the graduate program that you selected.

Additional Requirements

In addition to your online application, we require the following items to complete your application:

- **Transcripts**

- If you are an undergraduate applicant, you must submit an official high school transcript. If you have a GED, you must submit an official copy of your diploma and test scores along with your official high school transcript.
- If you are an undergraduate applicant with previous college credits, you must submit official transcripts from any colleges or universities that you have previously attended.
- If you are a graduate applicant, you must submit official transcripts from any colleges or universities that you have previously attended.

- **Interview with an academic advisor**

Applicants for online programs can do this appointment by phone.

- Pittsburgh and Online Applicants: Please contact us at 800.283.3853 or slpaadmissions@duq.edu to arrange an appointment.
- Military Applicants: Please contact us at 800.283.3853, 412.396.4435, or email Ann Martin at martina@duq.edu to arrange an appointment by phone or in-person if you are in the Pittsburgh area.

- **Attention International Students:** In addition to the general application requirements, international students are required to provide [supplemental documentation](#).