# Essential Information Regarding Admissions to the School of Computing and Information (SCI) Graduate Programs

## Application Process

Please complete all steps in the application process. Once submitted, applications will be forwarded to the committee for evaluation. Applicants will be notified of the committee's decision in a timely manner; however, applicants can always check the status of their application and accompanying documentation by logging into their Apply Yourself account. For appropriate application deadlines, please use link below:

http://sci.pitt.edu/admissions/admissions-faq/

For general questions about the application process, please contact us at: sciadmit@pitt.edu or 800-672-9435. For questions about a specific academic program, please see our department contact list below:

### Department of Computer Science

Keena Walker
6117 Sennott Square
412-624-8495
keena@cs.pitt.edu

### Department of Informatics and Networked Systems

Shabana Reza
135 North Bellefield Ave, Room 510
800-672-9435
sciadmit@pitt.edu

### Department of Information Culture and Data Stewardship

Shabana Reza
135 North Bellefield Ave, Room 510
800-672-9435
sciadmit@pitt.edu

### Intelligent Systems Program

Michele Thomas
5113 Sennott Square
412-624-5755
paum4b@pitt.edu

## Application Fee

The application fee is **$50.00** for all applicants and must be paid when you submit your application via Apply Yourself. Payment is accepted via credit card or eCheck. No application will be processed until the application fee is paid. The application fee will not be waived, deferred, or refunded.

## Letters of Reference

SCI requires that all applicants submit their reference letters electronically as part of the admissions application. Applicants will be prompted to enter recommendation provider information, and an email with instructions will be sent to those providers. Please note that even after submission of the application, applicants will be able to change provider information —add/delete who is asked for letters — as well as resend instructions to requested recommendation providers — should they lose the original email notification.

When deciding who to choose as recommendation providers, applicants are strongly encouraged to select persons best qualified to evaluate their capacity for graduate work. Preferably, these would be academic

references in your major field; however, that may not always be possible. In such circumstances, we recommend that students approach those persons who can comment specifically on the qualities that will be most relevant to academic pursuits in advanced degrees.

## Transcripts and Degrees

All students seeking admission to graduate programs in SCI must have earned a bachelor's degree from a regionally accredited institution in the U.S. or be evaluated by the University of Pittsburgh as having a comparable education. In addition, students seeking admission to our doctoral degrees should have earned a master's degree from a regionally accredited institution in the U.S. or be evaluated by the University of Pittsburgh as having a comparable education.

Prospective applicants will be required to upload legible electronic copies of their official transcripts as part of their application. To ensure that all transcripts are legible, please download our instructions how to scan and upload transcripts.

Applicants who have been admitted are required to submit verification that the degree has been conferred in the form of an official original transcript directly from the awarding institution before the admitted students are permitted to register for coursework. **Any differences that indicate falsification of records will be grounds for revocation of admission.** Personal copies of transcripts or transcripts noted "Issued to Student" will not be regarded as official.

Official academic documents from institutions outside the U.S. must include academic records from each academic institution attended such as a grade report, mark sheet, examination results, etc. Official, original academic credentials that are issued in a language other than English must be accompanied by a certified English translation. Additionally, in cases where the grade report, academic record, examination results, or transcript does not attest to the awarding of a degree or other academic qualification, a certified copy of the original certificate or diploma awarding the degree or qualification must be submitted. Certificates or diplomas that are issued in a language other than English must be accompanied by a certified English translation.

While our faculty and staff typically conduct their own internal evaluations of international academic records for equivalency to U.S. educational standards, we may request an external review of an applicant's transcript, the cost of which is the responsibility of the applicant.

## Standardized Test Scores

Applicants are expected to self-report any relevant standardized test scores as part of their application. It is preferable that an electronic copy of the actual report is included. However, applicants who are admitted and accept their offer **must** have official copies sent directly to the University of Pittsburgh (report codes are listed below). Standardized test scores submitted must not be more than 5 years old - GRE and 3 years old - TOEFL. Any misrepresentation of scores will be grounds for revocation of an offer of admission.

**TOEFL & GRE Codes**

TOEFL:     University of Pittsburgh (2927)

GRE:        University of Pittsburgh (2927)

For those programs that accept GMAT, MAT, LSAT, and MCAT as well as those international students who took IELTS instead of TOEFL, please contact those organizations and request that scores be sent to our Admissions Coordinator:

Ninette Kay, Admissions Coordinator
University of Pittsburgh
Information Science Building, 5th Floor
135 N Bellefield Ave

*Updated Date: 8/2/2017*

Pittsburgh, PA 15260

**Notes to International Students:**

- It is widely recognized that GRE and other U.S.-based standardized aptitude test scores of students outside the United States, particularly those whose native language is not English, may be affected by language and cultural differences. These potential biases are taken into consideration by our School's graduate admissions committees.
- International students who earned a degree from a regionally-accredited college or university in the United States are not required to submit a TOEFL/IELTS score.
- Students from certain English-speaking countries are also exempt — click here for a list of exempt countries. Permanent residents are also exempt. The School reserves the right, however, to ask for TOEFL scores if deemed necessary for the evaluation of the application.

**A note about English-language proficiency:**

Graduate students must possess sufficient proficiency in English to enable them to understand lectures, participate successfully in class discussion, and, in general, be able to study without being hindered by language problems. ***Please note:*** *Students admitted with a TOEFL score of less than 100 (internet-based) must take an additional test of English language proficiency, administered by the English Language Institute (ELI) as part of registration.*

Students who have been appointed as Teaching Assistants (TAs) or Teaching Fellows (TFs) and who are not native speakers of English are required to take a test evaluating their spoken English upon arrival at the University of Pittsburgh. Individuals who do not achieve a passing score on the test will be given non-teaching assignments, and are required to take special course work until they obtain a passing score. An unsatisfactory score at the time of TA or TF appointment is sufficient cause under University policy to not renew a teaching assistantship or teaching fellowship.

## Tuition and Fee Rates

To access the most current information on tuition and fees, please click here.

***Please note:*** *according to University policy, there is a fixed-rate tuition for full-time students for both the fall and spring terms; students **always** pay per credit, however, during the summer term.*

**Summer term international applicants:** Please be aware that all international students who are admitted for the summer term **must** register as a full-time student (9 or more credits) for the **first** summer term (full-time status must be maintained in all subsequent fall and spring terms as well). ***Please note:*** *that you do not have to have full-time status in any summer terms following the first.*

## Financial Planning

In general, all those considering graduate studies should compare costs (tuition, housing, food, etc.) to income (own financial resources, sources of aid, other support, etc.) before making a decision. We have put together a financial planning worksheet to help with this.

A few cost details worthy of note:

- Pittsburgh has a very reasonable cost of living compared to most mid to large cities in the U.S.
- International students are expected to provide proof that they can fund themselves for at least a year in order for immigration documents to be approved (doctoral students who have received an assistantship can use their assistantship award letter as this proof, but all others typically must provide a bank statement).
- U.S. citizens can consider federal funding assistance.

*Updated Date: 8/2/2017*

- In addition to external sources of financial aid, students may be eligible for financial support from SCI. To be considered for school financial support, please complete the pertinent section of the application. There may be specific terms of entry or other eligibility requirements for each type of funds.

## Visa Documents for International Students

In order for student visa documents (Form I-20 or DS-2019) to be issued in time, additional financial information will need to be provided directly to the Office of International Services (OIS) at the University of Pittsburgh. Please access and read the International Graduate Student Financial Information form (located in "Downloadable Forms" section in Apply Yourself).

***Please note:*** *financial information cannot be submitted unless an offer of admission has been extended by our school and has been accepted.*

At that point, OIS will contact students **directly** via email with further instructions. **Our offer of admissions must be accepted by the stated deadline in order for student visas to be processed in time**. OIS will then provide a deadline by which to submit financial information as well.

## Housing

There is no on-campus housing for graduate students at the University of Pittsburgh. The University of Pittsburgh does, however, maintain information about available off-campus housing through Housing Services. Please keep in mind that while they have information regarding available off-campus housing, they do not find housing for students.

Students planning to live off campus should begin their search immediately after accepting their offer of admission. Please feel free to access this Guide to Living in Pittsburgh as a starting point.

# Departmental Checklist for Admissions Materials

Scroll down to view the checklist of admissions materials required by each degree program. Please see department admission pages for details.

| Department | Degree program | Application & Fee | Letters of Reference | Official Transcripts | GRE Scores | TOEFL/IELTS Score | Other test scores accepted | Prerequisite Courses | Statement of Intent | Writing Sample | Resume or CV |
|---|---|---|---|---|---|---|---|---|---|---|---|
| ICDS | MLIS<br><br>MLIS Online | ✓ | 2 | ✓ | ✓ | Minimum 80 IBT, IELTS 6.5 | GMAT, MAT, MCAT, LSAT | | 500 words | | Resume |
| | PhD LIS | ✓ | 3 | ✓ | ✓ | Minimum 100 IBT, IELTS 7.5 | | | 1000 words | ✓ | CV |
| CS | MS CS/CE | ✓ | 3 | ✓ | ✓ | Minimum 90 IBT(with at least a score of 22 in each of the four sections), IELTS 7.0 (with at least 6.5 in each of its four sections) | | | 500 words | | Resume |
| | BS/MS CS (5 year program) | ✓ | 2 | ✓ | ✓ | | | | 500 words | | Resume |
| | PhD CS/CE | ✓ | 3 | ✓ | ✓ | | | | No limit | ✓ | CV |
| INS | MSIS<br><br>MSIS/GSPIA | ✓ | 2 | ✓ | ✓ | Minimum 80 IBT, IELTS 6.5 | GMAT | ✓ | 500 words | | Resume |
| | MST | ✓ | 2 | ✓ | ✓ | | GMAT | ✓ | 500 words | | Resume |
| | PhD IS | ✓ | 3 | ✓ | ✓ | | | | 1000 words | ✓ | CV |
| | PhD TELE | ✓ | 3 | ✓ | ✓ | | | | 1000 words | ✓ | CV |
| | CAS IS | ✓ | 2 | ✓ | ✓ | | | | 500 words | | Resume |
| | CAS TELE | ✓ | 2 | ✓ | ✓ | | | | 500 words | | Resume |
| ISP | MS | ✓ | 3 | ✓ | ✓ | Minimum 90 IBT(with at least a score of 22 in each of the four sections), IELTS 7.0 (with at least 6.5 in each of its four sections) | | | 500 words | | Resume |
| | PhD | ✓ | 3 | ✓ | ✓ | | | | No limit | ✓ | CV |
| | Non-Degree | ✓ | 2 | ✓ | | | | | 500 words | | Resume |

*Updated Date: 8/2/2017*