



## Office of Graduate and Online Admissions

### Application Instructions for BFA-to-MEd Students

Although you have already been taking graduate courses, you must “officially” apply for graduate admission. This will assure that you are coded as a graduate student once you have completed your bachelor’s degree.

#### **How to Apply for Graduate Admission**

Apply for free at [www.pointpark.edu/apply](http://www.pointpark.edu/apply) (application fee waived)

#### **FOR MASTER’S DEGREE PROGRAM ADMISSION**

- Scroll down and select the **Master’s and Doctoral Application**
- Before starting your application, you will need to **set up an account** (provide name, valid email address, create password, etc.)
- After retrieving your activation email, return to the login page and sign in to the application portal
- Choose **Start New Application**
- When asked for type of program, select **Graduate**
- When asked for student type, select **Graduate Online**
- When asked for your major, select your program: **M.Ed. in Certification PreK-4 Online** OR **M.Ed. in Dance Education PreK-12**
- When asked for desired enrollment status, select **Full Time**. *At the graduate level, 9 credits is considered full-time.*
- When asked for citizenship status, select **Citizen of U.S.**
- When asked for start term, select **preferred semester**. *Choose the semester after you plan to complete your BFA (undergraduate) classes; usually that will be **Summer**.*
- Tab through, complete all required fields
- If you wish, you may upload your photos. **All online applicants must submit two photos:**
  - (1) a personal (selfie) photo and
  - (2) a picture of a gov't-issued photo ID, such as a driver's license or passport
- Click **Submit**. You should receive a confirmation that your submission has been received.

#### **What to Send**

- If you did not upload the two required photos with your application, please email them later to [gradadmission@pointpark.edu](mailto:gradadmission@pointpark.edu).
- No other documents are needed – just the application and the two photos.

Questions? Please contact: Lynn Ribar, Director, [Lribar@pointpark.edu](mailto:Lribar@pointpark.edu) / 412-392-3908