



Office of Graduate and Online Admissions

Application Instructions for BFA-to-MEd Students

Even if you have already been taking graduate courses, you must “officially” apply for graduate admission. This will ensure that you are coded as a graduate student once you have completed your bachelor’s degree. Ideally, you should apply no later than the Spring Semester of your Sophomore year.

How to Apply for Graduate Admission

Apply for free at 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 or headshot) 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.
- No other documents are needed – just the application and the two photos.

Questions? Please contact: Jodi Golis, Admissions Counselor jgolis@pointpark.edu / 412-392-3812