



Office of Graduate and Online Admissions Career and Technical Teaching in Practice Program Application Instructions for CTPP students

How to Apply for Admission

Apply for free at www.pointpark.edu/apply (application fee waived)

- Scroll down and select the **Non-degree 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 **Undergraduate**
- When asked for student type, select **Non-degree**
- When asked for your academic major, select your program: **Career and Technical Teaching in Practice Online**
- When asked for desired enrollment status, select **Part Time**
- When asked for citizenship status, select **Citizen of U.S**
- When asked for start term, select **Spring 2025**
- Tab through and 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.

Additional Documents Needed for Admission

- **TRANSCRIPTS:** Official transcripts are required. **To be official, the transcript must come directly from the issuing institution (or their credentialing agency) to us.**
 - If you did not attend beyond high school, request an official high school or GED transcript be sent to Point Park University.
 - If you attended any post-secondary institutions, request an official transcript from each one. *If your post-secondary transcripts reflect a minimum of 12 earned credits or six months of training, you do not need to request high school transcripts.*
- **PHOTOS:** If you did not upload the two required photos with your application, please email them to us.
- All documents should be sent to online@pointpark.edu.

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



Office of Graduate and Online Admissions Career and Technical Teaching in Practice Program

How to Request Official Transcripts

Students must request official transcripts be sent to Point Park University from all prior institutions attended. Electronic transcripts are preferred as mailed documents will be processed more slowly.

1. Click on the [National Clearinghouse](https://tsorder.studentclearinghouse.org/school/select) link and follow the directions to order your official transcripts - <https://tsorder.studentclearinghouse.org/school/select>

If you are unable to find your school on the National Clearinghouse site, please continue with Step 2.

2. Click on the [Parchment](https://www.parchment.com/students/order-status/) link and follow the directions to order your official transcripts <https://www.parchment.com/students/order-status/>

If you are not able to find your school(s) on either National Clearinghouse or Parchment, please continue with Step 3.

3. Please search your previous school's website for contact information for the Office of the Registrar. Once connected with them, you can request that your official transcript be sent directly from their school to Point Park University - you should not receive the file first.
 - If your school has since closed, transcripts may be available in a [Closed School Repository](https://www.education.pa.gov/Postsecondary-Adult/CollegeCareer/pls/Pages/ClosedSchools.aspx) - <https://www.education.pa.gov/Postsecondary-Adult/CollegeCareer/pls/Pages/ClosedSchools.aspx>.
 - If you attended a closed institution outside of Pennsylvania, please check your state's department of education website for transcript information.

If an electronic transcript is not available, you may use this address for mailing:

**Point Park University
Graduate and Online Admissions
201 Wood Street
Pittsburgh, PA 15222**

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