International Exchange Student

Instructions for Applying to the University of Pittsburgh

Note: some of the online application instructions for degree seeking students may not apply to you. Therefore, please print these instructions and follow them carefully. They are specific to international exchange students.

Application deadlines

Fall term    Applications must be submitted and complete by April 1
Spring term  Applications must be submitted and complete by October 1

Exceptions to the deadlines can be made on an individual basis.

When is my application complete?

To make your application complete, you need to submit:

1. Online international student application, including a personal essay.
2. Official TOEFL or IELTS results, unless you qualify for an exemption.
3. An official post-secondary record of academic work to-date. If these are in a language other than English, please provide the original language version and a translated, certified version of these records.
   - As part of the Supplemental Form, tell us which courses you want to take while attending the University of Pittsburgh. Carefully review the courses offered and clearly indicate the course title and course number in the Course Request section of the supplemental form. (a current schedule of classes may be found at [http://www.registrar.pitt.edu/schedule_of_classes.html](http://www.registrar.pitt.edu/schedule_of_classes.html)). Note, as an exchange student, you must enroll full-time.
   - Before you complete and submit the on-line application and the supplemental form, meet with the exchange advisor at your home institution and seek your home institution’s endorsement of your application for admission to the University of Pittsburgh and your participation in the exchange program. You should verify what costs are covered by the exchange agreement between your institution and the University of Pittsburgh. Indicate in the appropriate place on the Certification of Financial Responsibility the amount to be covered by the exchange agreement and determine the amount to be covered by you and/or your family or other source(s) of support. Document this with bank statements or other appropriate documentation.

Note: Any applications submitted without the appropriate signature will not be processed or considered to meet our deadline.
5. Mail your required documents to:

   Office of Admissions and Financial Aid  
   4227 Fifth Avenue, Alumni Hall  
   Pittsburgh, PA 15260-6601, U.S.A.

   Or, you can send them as an e-mail attachment to intladm@pitt.edu.  
   Please use your full legal name in your e-mail, exactly as it appears on  
   your passport, so we can properly match your documents with your  
   application.

   Note: International exchange students do not need to submit the $45 application  
   fee. When you apply online, simply note at the appropriate prompt that you  
   are paying your application fee by check, then don’t send a check.