

**UIC SCHOOL OF PUBLIC HEALTH
APPLICATION INSTRUCTIONS FOR APPLYING TO
CREDIT NON-DEGREE ADMISSIONS**

Application for credit non-degree admissions to the UIC School of Public Health is completed through the University of Illinois at Chicago's online application system. Applicants are advised to carefully follow each step in the application process as mistakes can delay the processing of your application.

UIC Non-degree Application Process:

1. Visit: http://www.uic.edu/depts/oar/grad/apply_grad_degree.html
2. Scroll down to step one under the *Application Steps and Tips* heading.
3. Click on "**Apply Online – Graduate Domestic**" or "**Apply Online – Graduate International**" based on your student status. The admissions login screen will appear.
4. Click on the "**First Time User Account Creation**" link below the "login" button.
5. Create a Login ID and a six-digit password for your application account and click on "login".
6. Select the application type "**Graduate Non-Degree**" and click on "**Continue**".
7. Select the appropriate admission term and type your first, middle and last name and click on "**Fill out Application**".
8. The *Application Checklist* screen will appear with a number of sections to be completed. You will need to visit each of these sections one by one and complete all necessary fields.
9. On the *Planned Course of Study* screen, you will see "Non-Degree Unassigned Graduate" listed as your major. Click "**Change this Program**".
10. The "Select your major" drop down menu will appear. Select one of the following public Health Non-degree options:
 - Non-Degree Public Health MPH –UIC
 - Non Degree Public Health –Public Health Informatics (UIC)
 - Non Degree Healthcare Administration
 - Non Degree Public Health Community Health - Peoria

- Non-Degree MS in Clinical and Translational Science
11. Once you have filled out all the sections on the Application Checklist, click on "**Application is Complete**" to submit your application.
 - If you wish to save your application and complete it at another time, click on "Finish Later" from the Application Checklist screen.
 - To return to your saved application, follow steps 1 and 2 from above and sign in to the Admissions Login screen using the Login ID and password that you created previously.
 12. Follow the on-screen instructions and submit your non-refundable application fee (\$50 for both domestic and international applicants).
 13. Once you have clicked on the "Application is Complete" button and your application and application fee have been submitted, the following programs request that you send an email notice to the School of Public Health stating that your application has been submitted online:
 - Non Degree –Public Health Informatics (UIC) email: PHI@uic.edu
 - Non Degree Healthcare Administration email: mha@uic.edu
 - Non-Degree MS/CTS email: slynch2@uic.edu
 - Non Degree Community Health - Peoria email: lhill@uicomp.uic.edu
 14. Make sure to turn in all required supplemental documents by the application deadline.

All School of Public Health Credit Non-degree options require the applicant to submit the following:

Prior Degrees: A baccalaureate or its equivalent from an accredited college or university. Proof of the degree must be submitted with the application.

Tests Required: Applicants whose native language is not English must take the Test of English as a Foreign Language (TOEFL). The test score cannot be more than two years old. A minimum score of 550 (paper-based test) or 213 (computer-based test) is required by the Graduate College; many departments have a higher minimum. UIC's Institutional Code is 1851. No other tests are required by the School.

Domestic Applicants: A \$50.00 check or money order made payable to the University of Illinois for the nonrefundable application fee.

International Applicants: A \$50.00 check or money order made payable to the University of Illinois for the nonrefundable application fee.

Other Requirements: International students who require certification of admission (I-20 or IAP-66) sent to the Immigration and Naturalization Service will not be admitted as non-degree students.

Supplemental documents described above should be sent directly to the following address (the application fee may also be paid online):

University of Illinois at Chicago
Office of Graduate Admissions (MC 018)
Box 7994
Chicago, Illinois 60680-7994

The following Credit Non-degree options require additional supplemental documents to be sent to the address indicated:

- **Non Degree Public Health Informatics (UIC)**

Requires: transcripts, a personal statement, and a C.V. or resume. GRE or equivalent test scores are encouraged but not required. Materials should be sent to: University of Illinois at Chicago, School of Public Health, Attn: Public Health Informatics Program, 7th floor, 1603 West Taylor Street, Chicago, IL 60612

- **Non Degree Healthcare Administration**

Requires: transcripts, a personal statement, and a C.V. or resume. GRE or equivalent test scores are encouraged but not required. Materials should be sent to: University of Illinois at Chicago, School of Public Health, Attn: Master of Healthcare Administration Program, 7th floor, 1603 West Taylor Street, Chicago, IL 60612

- **Non-Degree MS in Clinical and Translational Science**

Requires: transcripts, a personal statement, and a C.V. or resume. USMLE or equivalent test scores. Materials should be sent to: University of Illinois at Chicago, School of Public Health, Attn: MS/CTS program, 7th floor, 1603 West Taylor Street, Chicago, IL 60612