

Online applications are now being accepted for the Fall 2007 and Spring 2008 Semesters. We recommend that you print this 3 page document and use it as a checklist.

Requirements for Credit Non-Degree (CND) Admissions

1. Applicants must apply through the University's [online application system](#) as described below. We *highly recommend* you follow each step carefully. Mistakes can delay the processing of your application.
2. **Proof of Degree:** A baccalaureate or its equivalent from an accredited college or university. Non-Degree applicants **must submit proof of the degree with their application.**
3. **Domestic Applicants:** A \$50.00 check or money order made payable to the University of Illinois for the nonrefundable application fee.
4. **International Applicants:** A \$60.00 check or money order made payable to the University of Illinois for the nonrefundable application fee.
 - a. 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; UIC's Institutional Code is 1851.
 - b. **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.**
5. **Qualifications Regarding Your Application**
 - Admission as a CND student does not guarantee admission to any of the School of Public Health degree programs.
 - CND admission is limited by a previously determined maximum number of students per class. Therefore, admission will be granted on a first-come, first-serve basis.
 - **Since admission is limited; it is advisable to submit a CND application as soon as possible. Regardless of the published deadline, once the School of Public Health has reached its CND admission limit, we will close CND admission.**
6. **Application Deadlines:** Spring 2007 – November 15, 2006 Summer 2007 - April 15, 2007 Fall 2007 - July 15, 2007

Domestic Applicants: You can now apply online by explicitly following the instructions below:

- Click on the “**CND Apply**” button at the bottom of the MHA Web Site “**How do I apply?**” page. This will take you to the **Apply Online (Graduate)** page. If the link does not immediately take you to the correct page try copying this url to your browser’s address window:

<http://www.uic.edu/depts/oar/applyonline/grad/>

- In the **Apply Online (Graduate)** page, in the yellow box, under **Quick Links**, select “**Edit your incomplete application/View your application (Domestic)**”. The **Admissions Login** panel will then appear.
- Select **First time user account creation**. You will then be requested to create a Logon ID and PIN. Once you do so, the **Select an Application Type** panel will display.
- It is important that you choose **Graduate Non-Degree** from the **Application Type:** drop down menu. When you click **Continue**, the **Apply for Admission** screen will be displayed. Choose your preferred starting date from the **Admission Term:** drop down menu, enter your name, and click on **Fill Out Application**.
- The **Application Checklist** panel will appear with a number of sections to be completed. On the **Planned Course of Study** panel you will see it has automatically selected **Non-Degree Unassigned Graduate**.
- You must first accept this choice by clicking **Yes** and then selecting **Change this Program**. At the **Select your major** drop down menu which follows, choose **Non-Degree Healthcare Management** and click **Continue**.
- After you have filled out all the sections on the **Application Checklist** panel, click on **Application is Complete** to submit your application.

International students: You can apply online by following the instructions below:

- Click on the **CND Apply** button at the bottom of the MHA Web Site “**How do I apply?**” page. This will take you to the **Apply Online (Graduate)** page. If the link does not immediately take you to the correct page try copying this url to your browser’s address window:

<http://www.uic.edu/depts/oar/applyonline/grad/>

- Under **Quick Links** select **Edit your incomplete application/View your application (International)**. The **Admissions Login** panel will then appear.
- Select **First time user account creation**. You will then be requested to create a Logon ID and PIN. Once you do so, the **Select an Application Type** panel will display.
- It is important that you choose **International Non-Degree Grad** from the **Application Type:** drop down menu. When you click **Continue**, the **Apply for Admission** screen will be displayed. Choose your preferred starting date from the **Admission Term:** drop down menu, enter your name, and click on **Fill Out Application**.
- The **Application Checklist** panel will appear with a number of sections to be completed. On the **Planned Course of Study** panel you will see it has automatically selected **Non-Degree Unassigned Graduate**.
- You must first accept this choice by clicking **Yes** and then selecting **Change this Program**. At the **Select your major** drop down menu which follows, choose **Non-Degree Healthcare Management** and click **Continue**.
- After you have filled out all the sections on the **Application Checklist** panel, click on **Application is Complete** to submit your application.

Important notes about the application process:

To help us track your application package accurately, we request that you send your name and preferred method of contact by e-mail to mha@uic.edu, thus indicating that you have initiated application to the program.

Applications for the Fall 2007 Semester will be accepted until July 15, 2007 and applications for the Spring 2008 Semester will be accepted until November 15, 2007.