

**SPECIAL STUDENT ADMISSION  
SWANSON SCHOOL OF ENGINEERING**

1. Limited to non-degree seeking applicants who are academically qualified to attend a graduate or undergraduate course in the Swanson School of Engineering.
2. Evidence of academic level (official collegiate or high school transcripts submitted directly to SSOE email) is required from all institutions attended.
3. An applicant who has been dismissed from another college or university may not be accepted.
4. Eligibility for admission to each course will be determined by the appropriate graduate or undergraduate program coordinator at the time of registration.
5. Subsequent enrollments as a special student are contingent upon previous academic performance and approval by the appropriate program coordinator(s).
6. Should a special student apply for admission to a degree program, a maximum of 6 credits may be applied to an undergraduate degree and 6 credits to a graduate degree.
7. A special student is responsible for complying with all enrollment requirements and procedures, deadlines, dates, financial obligations, etc. This information is available in the Class Search found on the Office of the University Registrar site at: <http://www.registrar.pitt.edu>
8. Completed applications must be received at least four weeks prior to the start of the term in which you wish to enroll.
9. Return signed and completed form to:

[ssoeadm@pitt.edu](mailto:ssoeadm@pitt.edu)

Or mail to:  
Swanson School of Engineering  
University of Pittsburgh  
151 Benedum Hall  
Pittsburgh PA 15261



**SPECIAL STUDENT APPLICATION FOR ADMISSION**

Name – Last, First, Middle Date of Birth

Address – Street PeopleSoft #

City, State, Zip Code If not a US citizen, check;  
Immigrant  
Non-immigrant  
Refugee in the U.S.

Phone – Area Code, Number

Have you ever attended any School or Division of the University of Pittsburgh? YES NO  
If yes, name of School or Division and date last attended?

Do you intend to enter a degree program in the Swanson School of Engineering? YES NO  
If yes, which department?

Previous Degree(s) Institution: Major/Degree/Month & Year?

Residency  
Are you a resident of Pennsylvania? : YES (more than a year) YES (less than a year) NO

Optional Questions: This demographic information is requested on a voluntary basis, will be kept confidential, and is intended to assist the University in providing data to demonstrate compliance with civil rights laws. Participation is optional. Refusal to complete this information will not be used to deny access or admission or otherwise affect consideration of your application.

Sex: Female Male Another/Unreported

Race/Ethnic Group : American Indian/Alaskan Native Asian Black/African American White  
Hispanic/Latino Not Specified Other Native Hawaiian/Pacific Islander

- TO COMPLETE YOUR APPLICATION, PLEASE ATTACH THE FOLLOWING**
1. Completed enrollment form indicating the course(s) and term requested and signed by applicant.
  2. Official transcripts of previous collegiate study (or high school record if you have not attended college)

Student Signature Date

The University of Pittsburgh, as an educational institution and as an employer, values equality of opportunity, human dignity, and racial/ethnic and cultural diversity. Accordingly, as fully explained in Policy 07-01-03, the University prohibits and will not engage in discrimination or harassment on the basis of race, color, religion, national origin, ancestry, sex, age, marital status, familial status, sexual orientation, gender identity and expression, genetic information, disability, or status as a veteran. The University also prohibits and will not engage in retaliation against any person who makes a claim of discrimination or harassment or who provides information in such an investigation. Further, the University will continue to take affirmative steps to support and advance these values consistent with the University's mission. This policy applies to admissions, employment, access to and treatment in University programs and activities. This is a commitment made by the University and is in accordance with federal, state, and/or local laws and regulations. For information on University equal opportunity and affirmative action programs, please contact: University of Pittsburgh, Office of Affirmative Action, Diversity and Inclusion, Pamela W. Connelly, Associate Vice Chancellor, 500 Craig Hall, Pittsburgh, PA 15260 (412) 648-7860. For complete details on the University's Nondiscrimination Policy, please refer to Policy 07-01-03. For information on how to file a complaint under this policy, please refer to Procedure 07-01-03.

February 2023