

Walk-through of the ELP application process

To apply to the Chatham University English Language Program, go to <https://admission.chatham.edu/apply/?sr=da257baa-a24e-49c4-8e93-2a6dab910963>

1. If **creating a new account**, select **create an account**.
If **continuing an existing application**, select **log in**, type in your username and password, and continue your application.

The screenshot displays the Chatham University website's application management interface. At the top, the navigation bar includes the university name and various links like Athletics & Recreation, Alumni, Give, Campus Events, and Contact Us. Below this, a secondary navigation bar lists categories such as Academics, Admission & Aid, Student Experience, Locations, Mission & Values, News & Stories, and an APPLY button. The main content area is titled "Application Management" and is divided into two sections: "Returning users:" with a "Log in to continue an application." link (circled in red) and "First-time users:" with a "Create an account to start a new application." link (circled in red). Below this, a large purple banner features the university logo and three prominent buttons: "Request Info", "Visit", and "Apply". The footer contains contact information, social media icons, and a "MyChatham Link" button.

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Application Management

Returning users: Log in to continue an application.

First-time users: Create an account to start a new application.

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Request Info Visit Apply

Woodland Road | Pittsburgh, PA 15232 | Main: 412-365-1100 | Admission: 800-837-1290 | admission@chatham.edu

About Us Work at Chatham

Institutional Research Office of the President Athletics

MyChatham Link

2. Enter your email address, first and last name, and your birth date. Then click continue.

Register

To register for an account, please enter the information requested below.

Email Address

First Name

Last Name

Birthdate

Continue

Request Info

Visit

Ap

3. You will be asked to type in a temporary pin code. You will receive an email with this code. Type it in and click login.

Login

*Provide email address used for application submission.

A temporary PIN has been sent to your email address. If you do not receive this message in the next few minutes, please check your junk mail folder.

Email internationalaffairs@chatham.edu switch

Account Test, Test

Temporary PIN

Birthdate January 1 2022

Login

Chatham University Online Registration



Chatham University <chathamadmissions@chatham.edu>
To International Affairs

Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Thank you for registering online with Chatham University.

To activate your account, please use the link below:

[Activate Account](#)

When requested for a password, enter the following temporary PIN:



Chatham University

4. Create a password and enter it twice. It must fit all the criteria on the right. Click set password.

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Test Test Logout

Set Password

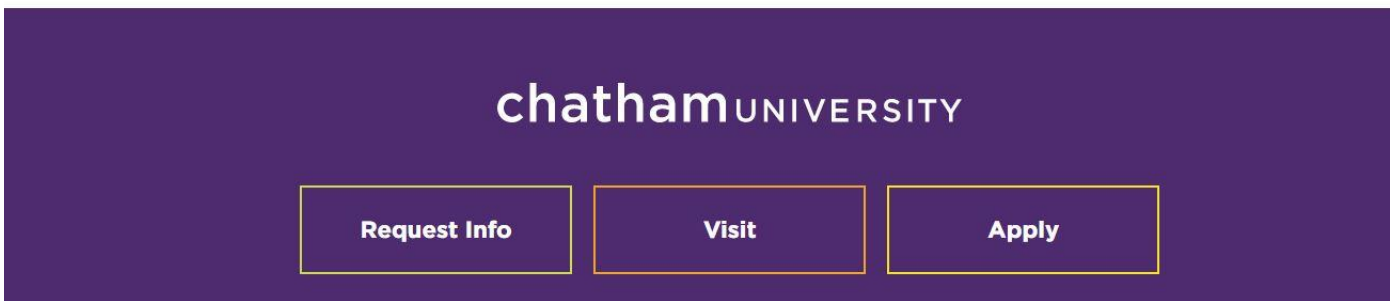
To protect the security of your account, please specify a new password. The password must meet complexity requirements.

New Password

New Password (again)

- ✓ At least one letter
- ✓ At least one capital letter
- ✓ At least one number
- ✓ Be at least 12 characters
- ✓ New passwords must match

Set Password



5. Select "Start New Application".

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Test Test Logout

Application Management

Your Applications

| Type | Status | Started | Submitted |
|---|--------|---------|-----------|
| You have not yet started an application using this account. | | | |

Start New Application

6. Select "Create Application" from the pop up.

The screenshot shows the 'Application Management' page on the Chatham University website. A modal window titled 'Start New Application' is displayed over the main content. The modal contains the text '2022 Application - Chatham University' and '2022 ELP'. At the bottom of the modal, there are two buttons: 'Create Application' (which is circled in red) and 'Cancel'. The background shows a table with columns for 'Type', 'Started', and 'Submitted', and a message stating 'You have not yet started an application'. The Chatham University logo is visible at the bottom of the page.

7. Fill out the personal background fields. When finished, click continue.

The screenshot shows the 'Personal Background' form on the Chatham University website. The form is titled '*Personal Background' and includes a note: '* Page contains some required fields.' The form is divided into two main sections: 'Name' and 'Addresses'. The 'Name' section includes fields for Prefix (Ms.), First (Given) (Test), Middle (Test), Last (Family) (Test), Suffix, Preferred First, Other Last, and Names Used. The 'Addresses' section includes a 'Permanent Address' field with a 'Delete' button. The 'Permanent Address' field includes sub-fields for Country (United States), Street Address (1 Woodland Rd), City (Pittsburgh), and State (Pennsylvania).

8. Fill out the ELP Application field questions. For each document, select “choose file”, and upload the designated file from your computer. Click continue when finished.

[Home](#)

[*Personal Background](#)

[*English Language](#)

ELP Material Upload

[Emergency Contact](#)

[*Signature](#)

[Review](#)

ELP Additional Document

Please remember to include the following:

- Passport photocopy* (needed for non-US Citizens)
- Proof of high school graduation, or most recent transcript copy. If document is in a language other than English, please provide a certified translation.
- Financial documentation. * Federal immigration regulations require all international students to provide documentation of financial support for their study in the United States. You will need to submit bank statements or letter of sponsorship showing support for tuition, fees, living expenses, and miscellaneous expenses. (needed for non-US Citizens)

Passport

No file chosen

Current or most recent schools transcript

No file chosen

Photo copy of Visa

No file chosen

Photo copy of I-20

No file chosen

9. Fill out emergency contact information. Click continue when finished.

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ELP Emergency Contact Information

Emergency Contact

Contact 1 Information

Contact 1 Relationship

Contact 1 First Name

Contact 1 Last Name

Contact 1 Email

Contact 1 Phone Number

Contact 1 Address

Country

Street

10. Read all the bullet points. Sign your name at the bottom and click **confirm**.

[Home](#)

[*Personal Background](#)

[*English Language](#)

[ELP Material Upload](#)

[Emergency Contact](#)

[*Signature](#)

[Review](#)

- I certify that all information submitted in the admission process – including this application and any other supporting materials – is my own work, factually true, and honestly presented, and that these documents will become the property of the institution to which I am applying and will not be returned to me. I understand that I may be subject to a range of possible disciplinary actions, including admission revocation, expulsion, or revocation of course credit, grades, and degree should the information I have certified be false.
- I agree to notify the institutions to which I am applying immediately should there be any change to the information requested in this application, including disciplinary history.
- By submitting this form, you give us your consent to use automated technology to call and/or text you at the phone number(s) provided, including your wireless number if provided. Please note that you are not required to provide consent to receive services from us.
- I understand that once my application has been submitted it may not be altered in any way; I will need to contact the institution directly if I wish to provide additional information.
- I acknowledge that I have reviewed the application instructions for the college receiving this application. I understand that all offers of admission are conditional, pending receipt of final transcripts showing work comparable in quality to that upon which the offer was based, as well as honorable dismissal from the school.

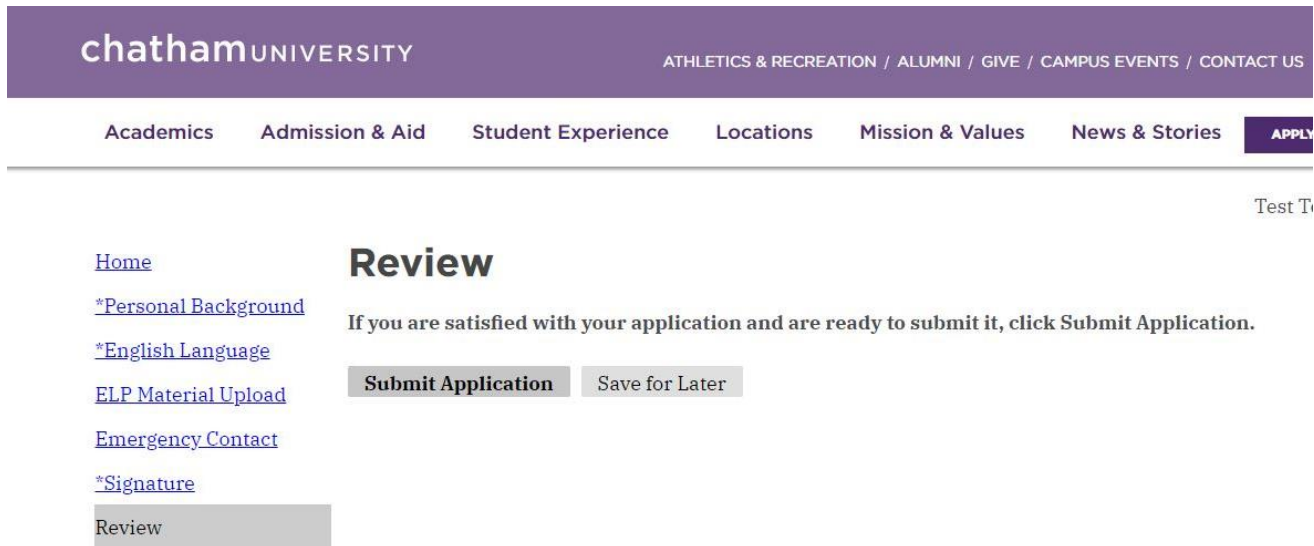
In place of your signature, please type your full legal name:

International Affairs

Confirm

11. This is where you can review your application. If there are any errors or missing requirements, it will tell you and allow you to go back and update.

If your application is ready, select “[submit application](#)”. If you want to save it and come back later, select “save for later:”.



The screenshot shows the Chatham University website's application review interface. At the top, the purple header contains the university name and navigation links for Athletics & Recreation, Alumni, Give, Campus Events, and Contact Us. Below this is a secondary navigation bar with links for Academics, Admission & Aid, Student Experience, Locations, Mission & Values, News & Stories, and a highlighted 'APPLY' button. The main content area features a left sidebar with a vertical list of links: Home, *Personal Background, *English Language, ELP Material Upload, Emergency Contact, *Signature, and Review (which is highlighted in a grey box). The main heading is 'Review', followed by the instruction: 'If you are satisfied with your application and are ready to submit it, click Submit Application.' Below this instruction are two buttons: 'Submit Application' (highlighted in grey) and 'Save for Later'.



The footer banner is a solid purple rectangle. It features the Chatham University logo in white text at the top center. Below the logo are three white-outlined rectangular buttons with rounded corners, containing the text 'Request Info', 'Visit', and 'Apply' in bold white font. At the bottom of the banner, contact information is listed in white text: 'Woodland Road | Pittsburgh, PA 15232 | Main: 412-365-1100 | Admission: 800-837-1290 | admission@chatham.edu'.

12. This is the screen that will appear after you submit your application. Check to make sure your address is correct and change it if necessary.

Test Test [Logout](#)

Application Status for Test Test

If you need to contact us regarding your application, provide your name and this reference number: 260650529.

Thank you for applying to Chatham University! We look forward to working with you throughout the application process. If you have any questions please contact us at 412-365-1825 or email chathamadmissions@chatham.edu

Verify Address

We have your addresses listed as follows:

| <i>Mailing Address</i> | <i>Permanent Address</i> |
|------------------------|--------------------------|
| Test | 1 Woodland Ter |
| Pittsburgh, 15232 | Pittsburgh, PA 15229- |
| United States | 1232 |
| | United States |

[Edit Addresses](#)

Upload Materials

The following documents are accepted as student uploads. Please allow 2 full business days for verification and processing.

No file chosen

Application Checklist

Application Submitted: 07/14/2022

13. Here you can upload required materials. Click on the drop-down box to select which material you will be uploading, then select choose file, and upload the correct file from your computer. Do this for each of the materials on the drop-down box.

Upload Materials

The following documents are accepted as student uploads. Please allow 2 full business days for verification and processing.

No file chosen

14. This is where your document status will show up. It takes 2 business days for documents you submitted to show up.

Application Checklist

Application Submitted: 07/14/2022

Please allow 2 full business days for items to appear on your checklist.

Due to Covid-19, Chatham University has reduced the materials required to review applications. Any additional documents will not currently be reflected in this required checklist but will be considered during review.

A Final Transcript includes a graduation date or completion of all in-progress coursework. Final Transcripts requested on the checklist will not prevent review of your application.

| Status | Details | Date |
|--|-------------------------|------|
|  Awaiting | Financial Documentation | |

Application Proof

This is a proof of your application and is for your records only. Do not send this proof by mail as your application.

[Preview Application Proof](#)

Account Tools: [Change Email Address](#) [Change Password](#) [Logout](#)