

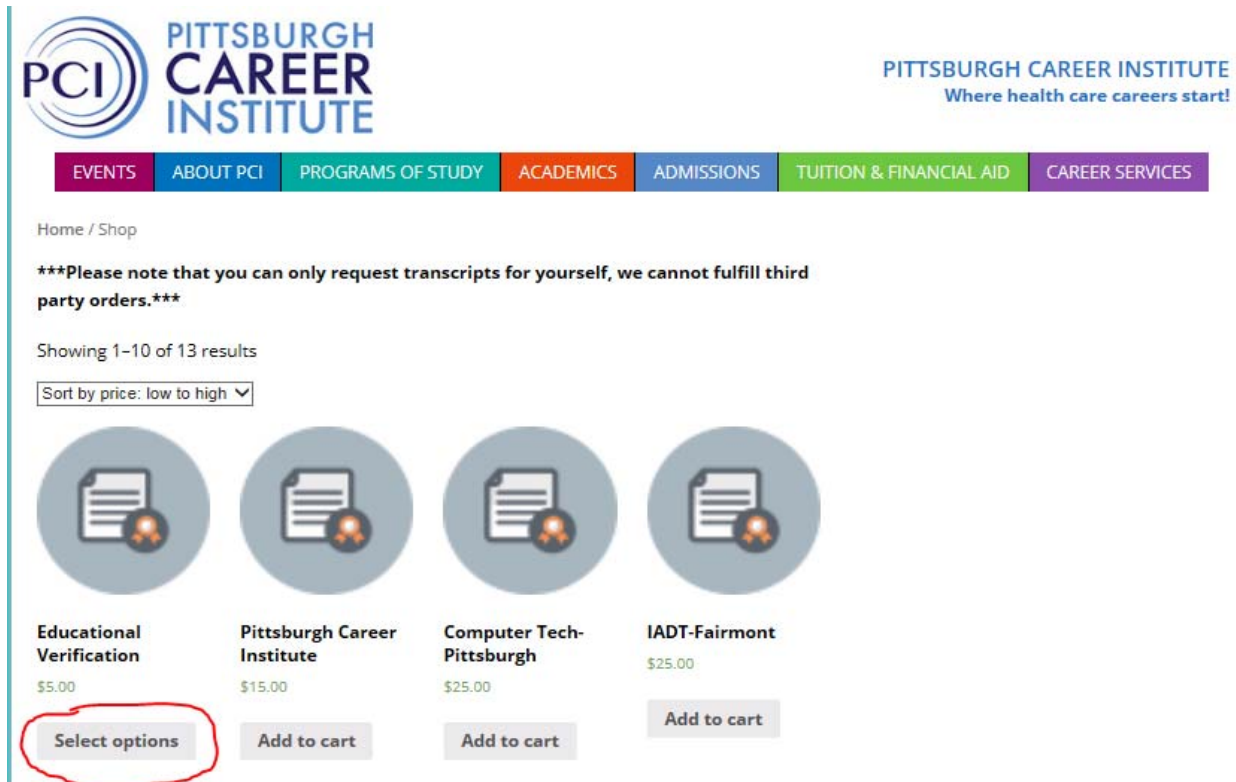
**Education Verifications: Effective May 1, 2016**  
**Directions for use by purchasers.**

\*Note: The process by which you order education verifications requires you to upload a **single document**. That single document should include **both the regular request form that you use, as well as the applicant release**. This can be accomplished by scanning both documents into a single file.

Open a browser window, such as Internet Explorer or Google Chrome, and navigate to:

<http://pci.edu/shop>

Once there, find the inventory item for Educational Verifications and press the “Select Options” button.




The screenshot shows the Pittsburgh Career Institute website's online shop. At the top left is the PCI logo and the text "PITTSBURGH CAREER INSTITUTE". To the right, it says "PITTSBURGH CAREER INSTITUTE Where health care careers start!". Below this is a navigation menu with buttons for "EVENTS", "ABOUT PCI", "PROGRAMS OF STUDY", "ACADEMICS", "ADMISSIONS", "TUITION & FINANCIAL AID", and "CAREER SERVICES". The breadcrumb "Home / Shop" is visible. A notice states: "\*\*\*Please note that you can only request transcripts for yourself, we cannot fulfill third party orders.\*\*\*". Below the notice, it says "Showing 1-10 of 13 results" and "Sort by price: low to high". There are four product listings, each with a document icon and a price tag. The first listing is "Educational Verification" for \$5.00, with a "Select options" button circled in red. The other listings are "Pittsburgh Career Institute" for \$15.00, "Computer Tech-Pittsburgh" for \$25.00, and "IADT-Fairmont" for \$25.00, each with an "Add to cart" button.

Product Name	Price	Action
Educational Verification	\$5.00	Select options
Pittsburgh Career Institute	\$15.00	Add to cart
Computer Tech-Pittsburgh	\$25.00	Add to cart
IADT-Fairmont	\$25.00	Add to cart

In the next screen, you will need to:


1. Click the "Browse" box, and select the file (forms) that you will be providing.
2. Once number one has been completed, click on the "Add to Cart" box.



PITTSBURGH CAREER INSTITUTE  
Where health care careers start!

EVENTS ABOUT PCI PROGRAMS OF STUDY ACADEMICS ADMISSIONS TUITION & FINANCIAL AID CAREER SERVICES

Home / Verifications / Educational Verification



## Educational Verification

\$5.00

Third party educational verification

**File Upload \***

Browse...

(max file size 51 MB)

1 **Add to cart**

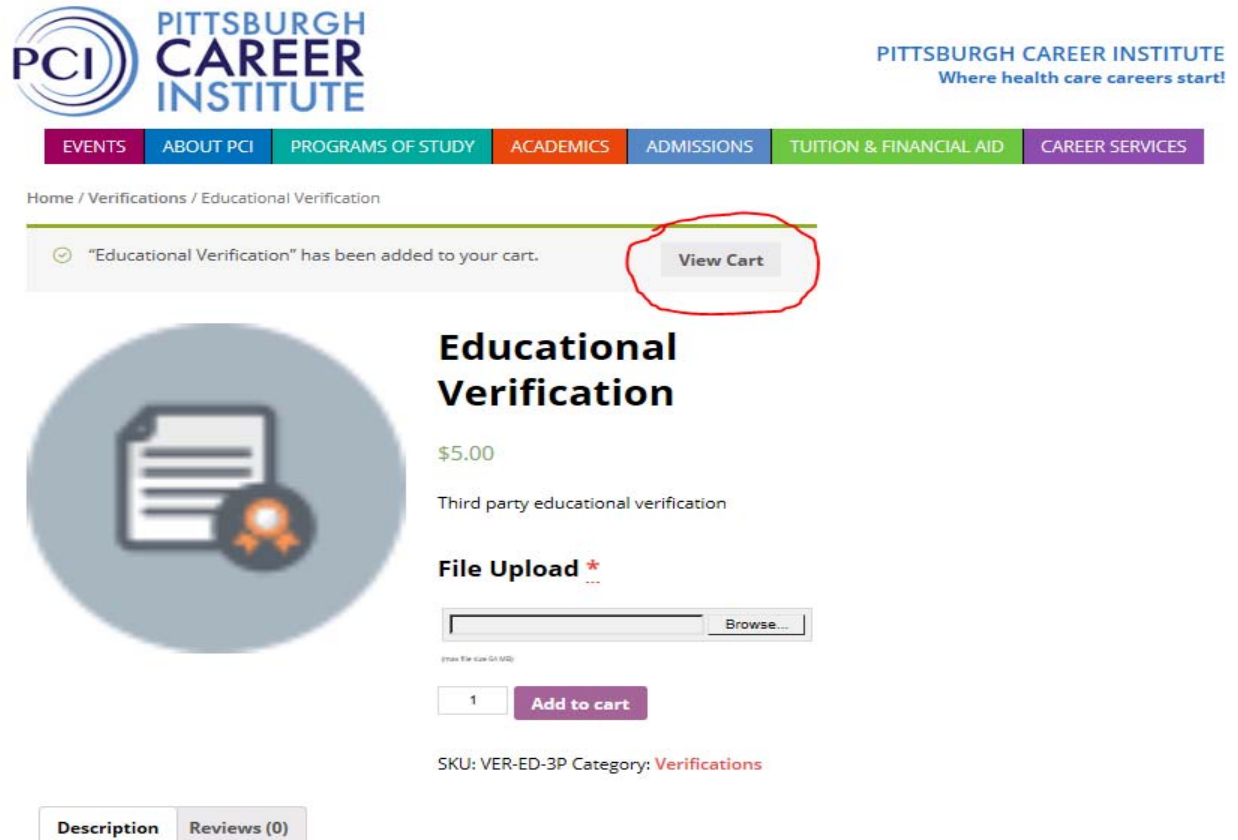
SKU: VER-ED-3P Category: **Verifications**

Description Reviews (0)

### Product Description

This product is for third parties needing to verify student participation.

When you've completed the upload, you will receive a verification, and a button to "View Cart". Click the "View Cart" button to move forward.




PCI PITTSBURGH CAREER INSTITUTE

PITTSBURGH CAREER INSTITUTE  
Where health care careers start!

EVENTS ABOUT PCI PROGRAMS OF STUDY ACADEMICS ADMISSIONS TUITION & FINANCIAL AID CAREER SERVICES

Home / Verifications / Educational Verification

☺ "Educational Verification" has been added to your cart. [View Cart](#)

 **Educational Verification**

\$5.00

Third party educational verification

**File Upload \***

[Browse...](#)

(max file size 50 MB)

1 [Add to cart](#)

SKU: VER-ED-3P Category: [Verifications](#)

Description [Reviews \(0\)](#)

In the next screen, you will be provided to option to make adjustments to your shopping cart, or proceed to checkout. You can move forward by selecting "**Proceed to Checkout**".



**\*NOTE: The information provided here must be the information of the student.**

The last screen is used to fill out the pertinent information needed for us to fulfill your request. Have this information handy to help expedite the process. The ones indicated with a red “\*” are required fields and cannot be omitted.

### Billing Details

Country \*

First Name \*      Last Name \*  
     

Address \*

Town / City \*

State \*      ZIP \*  
     

Email Address \*      Phone \*  
     

Date of Birth \*      Last 4 of SSN \*  
     

Last enrolled program

Name

### Additional Information

Order Notes

Once these steps have been completed, simply select the “Proceed to Paypal” link, and move forward with the payment.