Health Care Informatics Certificate Program (HCIN)

**HCIN Application Directions:**

1. Complete the [HCIN application online](#). (Please note, to complete the application you are required to create a student account)
2. Submit the application and pay the $45 application fee online
3. Submit the following items to Professional and Continuing Education to complete your application packet:
   a. Official transcripts documenting all previous degrees awarded (international student please include translation for each document) sent to:
      University of San Diego
      Professional and Continuing Education
      Attn: Enrollment Services - HCIN Certificate
      5998 Alcalá Park
      San Diego, CA 92110-2492
   b. Resume (you may email this to us at [continuinged@sandiego.edu](mailto:continuinged@sandiego.edu))

Once we receive the complete application package, we’ll set up an interview with the academic program coordinator at the School of Nursing and Health Science.

The HCIN certificate program is approved for financial aid. Please find below some detailed directions to assist you with getting started on your FAFSA (Financial Aid application). You will need to request a PIN to sign your FAFSA 24 hours prior to completing the FAFSA.

**Helpful Resources:**

- **7 Easy Steps to the FAFSA:** [http://www.finaid.ucsb.edu/FAFSA/FAFSAindex.html](http://www.finaid.ucsb.edu/FAFSA/FAFSAindex.html)
- **PIN website:** [http://www.pin.ed.gov/](http://www.pin.ed.gov/)

**Financial Aid Application Directions:**

It is required to complete and submit the most-up-to-date FAFSA form to ensure all of your financial aid is approved and your tuition is covered. Not completing this form will result in out of pocket expenses for the program.

**Steps to complete your FAFSA:**

1. **Get your PIN #**
   a. To apply for your PIN, please go to the PIN website at [www.pin.ed.gov](http://www.pin.ed.gov).
   b. If you already have a pin but can’t remember the number, click on the duplicate pin request
      i. Click on the "APPLY NOW" button on the right
      1. You will be taken to the welcome page. Click NEXT
         a. Fill out all the information and click NEXT
         b. Click on the button that says: "Submit my PIN application"
         c. This is your confirmation page showing you did request a PIN
c. Once you receive your PIN, completing the FAFSA and e-signing (will take approximately 30 minutes)

2. Click HERE to go to the free FAFSA website
   a. USE SCHOOL CODE: 010395
   b. Have your PIN and your latest TAX RETURN in hand. You will want to make sure you use the Data Retrieval Tool to connect to the IRS to import your tax information (this will ensure your information is correct)
   c. Make sure you answer all questions and electronically sign with your pin number

3. Contact Professional and Continuing Education (continuinged@sandiego.edu) once you have completed these steps

For specific financial aid questions please reach out to financial aid at 619-260-2700. Make sure you indicate that you are a Health Care Informatics Certificate applicant.