



OLPD Graduate Certificate Application Instructions

Requirements for All Applicants

Materials	How to Submit
Application	<p>Required fields:</p> <ul style="list-style-type: none"> • Personal Information • Application Information • Educational Background • Languages • Awards & Activities • Employment/Residence Information • Financial Support • Applicant Statements #1 & #2 • Resume or CV <p>Optional fields: All other fields or application materials are optional, but will be taken into consideration if submitted.</p> <p>Click here to access the online application.</p>
Application Fee	Click here for more information about fees.
Transcripts	<p>Unofficial transcripts or academic records should be uploaded directly to the online application. Please do not mail in paper copies of your transcripts, there is no need for official transcripts or academic records for initial review.</p> <p>If you are admitted, the University will then request official copies of this material.</p> <p>Click here for more information about transcripts and credentials.</p>
GRE Scores	Not Required
Applicant Statements	<p>Complete Statements #1 & #2; Statement #3 is optional.</p> <p><i>Note: Paper copies are not accepted – upload via the online application.</i></p> <p><u>Statement #1: Personal Statement</u> Please provide a statement outlining your immediate educational and long-range career objectives in relation to your chosen field. If there is a particular faculty member with whom you wish to study, please give that person’s name and explain why you want to study with that person. You may also wish to include other information, such as any undergraduate research experience, internships, or other experiences you may have had to document your preparation for advanced study in your chosen field. [Please do not exceed two pages.]</p>

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Requirements for All Applicants (continued)

Materials	How to Submit
Applicant Statements, continued	<p><u>Statement #2: Diversity</u> Enrolling and graduating a diverse student body is central to the University of Minnesota’s mission. Please write a statement that identifies the distinctive qualities, characteristics, and life experiences you would contribute to your graduate program and to the education of fellow students at the University of Minnesota. You may wish to include examples that address your contribution to the diversity of the student body and illustrate your motivation to succeed by setting high standards for accomplishing intellectual and other goals, overcoming obstacles to achievement, and/or helping others to gain access to the resources necessary for success. [Please do not exceed one page.]</p> <p><u>Statement #3: Extenuating Circumstances (optional)</u> If your grades and/or test scores are not strong, and you would like to provide an explanation, please do so. [Limit 1200 characters.]</p>
Program Specific Questions	<p>Answer each question listed for these specific programs. Limit your response to 2 pages. Upload in the “Program Specific Questions” area.</p> <p><u>Adult Education, Adult Literacy, Human Resource Development</u> No program-specific questions</p> <p><u>Disability Policy and Services</u></p> <ol style="list-style-type: none"> 1. What are your major areas of interest in the field of disability services or related to individuals with disabilities? 2. What have been your past experiences in the area of disability services or related to individuals with disabilities? 3. What is your current involvement in the field of disability services or related to individuals with disabilities? 4. What is your anticipated or desired career interest? 5. Why are you interested in the Disability Policy and Services Certificate Program? <p><u>Professional Development</u></p> <ol style="list-style-type: none"> 1. What are your major areas of interest related to professional development? 2. What have been your past experiences in the area of professional development? 3. What is your current involvement in the area of professional development? 4. What is your anticipated or desired career interest related to professional development? 5. Why are you interested in the certificate in professional development program? <p><u>Program Evaluation</u></p> <ol style="list-style-type: none"> 1. What are your major areas of interest related to program evaluation? 2. What have been your past experiences in the area of program evaluation? 3. What is your current involvement in the area of program evaluation? 4. What is your anticipated or desired career interest related to program evaluation? 5. Why are you interested in the certificate in program evaluation?

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Additional Requirements for International Applicants

Materials	How to Submit
English Language Test Scores (TOEFL, IELTS, etc.)	<p>Click here for more information about TOEFL Scores.</p> <p>International students who will have completed 16 semester credits (within the past 24 months) in residence as a full-time student at a recognized institution of higher learning in the United States before entering the University of Minnesota are exempt from the testing requirement, but may be asked to take locally administered English tests after arrival on campus.</p>

Questions

If you have any questions regarding the application process, please contact:

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