Application to UVM Certificate of Graduate Study Programs

CURRENT UVM DEGREE PROGRAM STUDENTS: Students who are currently admitted and enrolled in degree programs at UVM who wish to apply for a Certificate of Graduate Study: Students currently enrolled in master’s or doctoral programs should complete the one-page Certificate Short Form Application that is posted on the Graduate College website under “Services, Forms, and Policies: Application Information.” Access this form at: http://www.uvm.edu/~gradcoll/pdf/CertificateApplicationCurrentStudents.pdf

Note that some programs require additional information from students at the time of application; often this includes a statement about why you are interested in pursuing a Certificate of Graduate Study. Please see program guidelines for application requirements, and submit all requested materials along with your completed application form to the Graduate College.

This is a paper form that must be signed by the student and the student’s advisor in the graduate degree-granting program, and then submitted to the Graduate College Office (330 Waterman) for review by the certificate-granting program and Graduate College. Submit this form before completing more than 9 credits towards a Certificate of Graduate Study, since students must register for and complete at least 6 credits towards a certificate after admission to a Certificate Program.

Once this form has been received by the Graduate College, we will contact the Graduate Program Coordinator of the desired Certificate Program, who – after reviewing the materials with relevant faculty reviewers – will make a recommendation to the Graduate College about whether to admit the student to the Certificate program. The Graduate College will then inform the student and his/her degree-granting program of the decision.

There is no additional fee for submitting this form, but the form is needed for enrollment tracking and management purposes. As long as a student is in good standing and is making progress towards a graduate degree, no additional transcripts or recommendations need to be submitted beyond those already previously submitted for admission to the regular master’s or doctoral graduate program.
CERTIFICATE OF GRADUATE STUDY  
SHORT-FORM APPLICATION

This form should be used only by current students who are enrolled in a UVM graduate degree-granting program (all others use the regular on-line Graduate College application.)

Complete this form, obtain signatures from your Advisor, your Program’s Graduate Coordinator, the Graduate Coordinator of the Certificate Program, and deliver the form to The Graduate College, 330 Waterman, UVM.

Name _______________________________________ Student ID No. ____________________
Mailing Address ________________________________________________________________
Telephone Number ______________________________________________________________
Email Address _________________________________________________________________
Current UVM Graduate Program __________________________________________________
Current Degree ___ MS ___ PhD ___ Other: __________________________
Date of first enrollment in UVM graduate program: Semester______________ Year________

I am requesting admission to the Certificate of Graduate Study Program in __________________________________________
Application for: Semester______________ Year___________
Attendance:  ____ Full-time  ____ Part-time

Student Signature: ______________________________________________Date ____________
Advisor Signature: _____________________________________________ Date ____________
Grad. Program Coordinator Signature (Current academic program) _____________________________________ Date ____________
Grad. Program Coordinator Signature (Certificate-granting program) _____________________________ Date ____________
Graduate College ______________________________________________ Date ____________