

UNDERGRADUATE CERTIFICATE ADMISSION APPLICATION

**University of Minnesota Duluth
Continuing Education (CE)**

For Office Use Only

Return to:
CE Counselor
UMD Continuing Education
104 Darland Administration Bldg.
1049 University Drive
Duluth, MN 55812-3011

Date Arr _____ Date Pd _____ Term Appl. _____
Check # _____ Issued by _____
Receipt sent on _____ by _____
Admit: Yes No Date _____ by _____ Term _____
Overall GPA _____ ADMLTR sent _____ by _____
Certificate credits _____ Total credits _____
UMD Major _____ Unit _____ Degree: Yes No

**A SEPARATE FORM IS REQUIRED FOR EACH CERTIFICATE PROGRAM YOU ARE APPLYING FOR.
YOUR APPLICATION WILL BE PROCESSED WHEN ALL MATERIALS ARE SUBMITTED.**

Name _____ (last) _____ (first) _____ (middle/maiden) Home Phone _____
Current Address _____ (street) _____ (city/state) _____ (zip) Work Phone _____
Permanent Address _____ (street) _____ (city/state) _____ (zip) Cell Phone _____
Date of Birth _____ Social Security Number _____ UMD ID # _____

PLEASE ANSWER THE FOLLOWING QUESTIONS:

- Have you attended other University of Minnesota institutions? Yes No
- Have you applied to another UMD certificate program? Yes No
- Have you attended other colleges or universities? If so, please list the school(s): Yes No
- How many college-level credits have you completed? _____

CHECKLIST OF ITEMS TO ACCOMPANY THIS FORM:

- ✓ An official copy of each college transcript. University of Minnesota transcripts may be unofficial.
- ✓ A non-refundable \$25 check or money order payable to the University of Minnesota Duluth.
- ✓ An official copy of your high school transcript or GED scores (for General Business Administration, Human Services and Liberal Arts Certificates only)

TRANSCRIPTS: Attached Ordered, arriving separately On file with CE Counselor or another UMD Office

PLEASE CHECK THE CERTIFICATE PROGRAM FOR WHICH YOU ARE APPLYING (CHECK ONLY ONE):

- American Sign Language
- Autism Spectrum Disorders
- Educational Computing and Technology
- Undergraduate Credit Non-Credit
- General Business Administration
- Human Services: Area of Concentration: _____
- Liberal Arts

Please indicate the term and year that you will be starting the certificate: Fall _____ Spring _____ Summer _____ Year _____

HAVE YOU COMPLETED ANY COURSE WORK REQUIRED FOR THE CERTIFICATE PROGRAM YOU ARE REQUESTING ADMISSION TO? YES NO

If yes, please list:

Course #	Title	# of Credits	Term Taken	Grade Received
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Example: Educ 5412	The Computer in Education	4	Fall 2007	A
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1. _____

2. _____

3. _____

4. _____

5. _____

I certify that the information I have provided on this application form is complete, accurate and true to the best of my knowledge. I understand that it is my responsibility to submit transcripts from each academic institution I have attended. I understand that misrepresentation of application information is sufficient grounds for canceling admission to the certificate program.

Signature _____ Date _____

Equal Opportunity: The University of Minnesota is committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, color, creed, religion, national origin, sex, age, marital status, disability, public assistance status, veteran status, or sexual orientation.

DEMOGRAPHICS FORM

Name _____
(last) (first) (middle/maiden)

Certificate: _____ Application term/year: _____

Request for Confidential Information

The information requested below is voluntary and will be used for summary reports required for federal and state laws and regulations and to support institutional affirmative action efforts. (It will not be used as a basis for admission or in a discriminatory manner. You will not be subject to adverse treatment if you do not provide any of the requested information.)

Check One: Male Female

- African American (non-Hispanic origin):** a person having origins in any of the black racial groups of Africa (excluding persons of Spanish, Latin American, or other Hispanic origin)
- American Indian or Alaska native:** a person having origins in any of the original peoples of North America or who maintains cultural identification through tribal affiliation or community recognition
- Asian:** a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, for example, China, Japan, Korea, Cambodia, Vietnam, India, the Philippine Islands, Pakistan, Malaysia, and Thailand
- Chicano:** a person of Mexican-American origin who prefers to be known as Chicano rather than Hispanic
- Hispanic:** a person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish or Portuguese culture or origin, regardless of race
- White, non-Hispanic:** a person having origins in any of the original peoples of Europe, North Africa, or the Middle East
- Native Hawaiian or Other Pacific Islander:** a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands

Are you presently listed as an International Student (non-resident alien)? Yes No

Additional Information (Optional)

UMD Continuing Education (CE) Student Support Services wants to know more about the educational goals of certificate students. Your answer will help us plan for future course and certificate offerings. Federal and state laws protect your right to privacy and from discrimination. Submission of this information is voluntary.

Check the **MAIN** reason for pursuing admission into this certificate program (indicate only one response).

- A. Benchmark of progress toward completion of an undergraduate/graduate degree program.
- B. Preparation for admission to an undergraduate/graduate degree program. Proposed major _____
- C. To assist in job/career change or entrance into job market.
- D. Professional advancement in current position.
- E. To meet admission requirements of financial aid programs.
- F. Personal enrichment.

Please return this form with your certificate application and a check for \$25 (payable to UMD) to:
CE Counselor, Continuing Education Student Support Services, 104 Darland Administration Bldg.,
1049 University Drive, Duluth, MN 55812-3011. Thank you!