

# ADMISSION REQUIREMENTS: GRADUATE CERTIFICATE

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Admission to an Online Graduate Certificate program requires all of the following:

- Successful completion of a bachelor's degree as verified by official transcripts
- Cumulative undergraduate GPA of 2.7 or higher (on a 4.0 scale)
- Statement of Purpose

## INSTRUCTIONS FOR APPLYING TO A GRADUATE CERTIFICATE PROGRAM

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Applying to an Online Graduate Certificate Program from The University of South Dakota is easy.

1. Complete the Online Graduate Certificate Application form below or download the application form at [www.usd.edu/ce/graduate-certificate-application.pdf](http://www.usd.edu/ce/graduate-certificate-application.pdf).
2. Print the application form and fill it out in its entirety. When you have finished filling out the form, make a copy for your records.
3. Send the following items by mail to the appropriate address below:
  - a. Completed application
  - b. Statement of purpose (type on a separate sheet and attached to application): Statement should include your purpose in pursuing a certificate program and its applicability to your future career goals.
  - c. \$35 Application Fee

**Please note:** It is also your responsibility to ensure that official transcripts be sent to The University of South Dakota, 414 E. Clark Street, Vermillion, SD 57069.

### **Online Long-Term Care Management Certificate**

Meredith Schroder, Recruitment Coordinator  
Division of Continuing and Distance Education  
The University of South Dakota  
414 E. Clark Street  
Vermillion, SD 57069

### **Online Alcohol & Drug Studies Certificate**

Meredith Schroder, Recruitment Coordinator  
Division of Continuing and Distance Education  
The University of South Dakota  
414 E. Clark Street  
Vermillion, SD 57069

4. After your application has been processed you will be contacted by an advisor who will guide you through the program by answering any questions you may have, setting up a plan of study that fits your situation and helping you get registered.

**If you have any questions, please contact the Division of Continuing & Distance Education by phone at 800-233-7937 or 605-677-6240 or by email at [ceinfo@usd.edu](mailto:ceinfo@usd.edu).**

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# GRADUATE CERTIFICATE PROGRAM

## APPLICATION FOR ADMISSION

This form will be used by applicants who have earned a baccalaureate degree and are seeking admission to a Graduate Certificate program, but are not admitted to a graduate program at The University of South Dakota. Check with your advisor for information about how these credits hours may transfer to a graduate degree from USD. The graduate certificates are eligible for federal student loans if students are approved for such loan.

To which Online Graduate Certificate program are you applying (please check one)?  Alcohol & Drug Studies  Long-Term Care Management

\_\_\_\_\_

Social Security Number

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Last Name	First Name	Middle
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Mailing Address	City	State	Zip Code
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Permanent Address	City	State	Zip Code
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Home Telephone	Email Address
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Date of Birth	Place of Birth	Gender
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Are you a U.S. citizen?  Yes  No      If yes, what is your state of residency? \_\_\_\_\_ How long? \_\_\_\_\_

If no, what country are you from? \_\_\_\_\_ Are you a U.S. permanent resident?  Yes  No

When do plan to enroll?     Fall Semester       Spring Semester       Summer Semester

Do you intend to apply to a Graduate Degree Program at The University of South Dakota?     Yes       No

If yes, which degree program is your first choice? \_\_\_\_\_

I certify that I have been awarded a baccalaureate degree from the following institution (please list additional degrees on a separate sheet if necessary):

Institution	Location	Degree Earned	Date Earned
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If you have completed any college coursework at an institution other than USD, please list below. (Attach a separate sheet if necessary.)

Institution	Location	Degree Earned, if any	Date Earned
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*In order to comply with The University of South Dakota and Federal Policies of equal opportunity for members minority groups, we invite you to designate any minority group status with which you feel identified. This information is voluntary.*

Racial/Ethnic Group:     White     Black     Asian     American Indian     Hispanic     Other

I certify that the above information with respect to degrees awarded is true and correct and I understand that the inclusion of false information may lead to dismissal and/or denial of all credit awarded.

Signature	Date
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**For internal use only:**

_____	Date	_____ A	_____ D
Chair/Director Signature			
_____	Date	_____ A	_____ D
Graduate School Dean Signature			

