

ADMISSION REQUIREMENTS: UNDERGRADUATE CERTIFICATE

Admission to an **Undergraduate Certificate** program requires **1)** a Statement of Purpose and **2)** official high school transcript or GED, **3)** ACT or SAT scores (if applicant is over the age of 21, scores only required if test was taken within the last five years) and **4)** one of the following:

- Ranked in the top 60 percent of high school graduating class
- ACT Composite score of 18 or higher or SAT score of 870 or higher or the SAT Reasoning Test Math and Critical Reading subscores total 870 or higher
- Earned a cumulative GPA of 2.6 (on a 4.0 scale) while in high school
- Completed the GED with a combined score of at least 2250 and a minimum score of 400 on each test

Transfer applicants from regionally accredited colleges or universities:

- Will be admitted if they have at least a 2.0 cumulative GPA (on a 4.0 grading scale) for previous college or university coursework (official transcripts required)
- Some programs may require a transfer GPA higher than the minimum
- The dean of the school or college to which you are applying will evaluate applicants with a GPA under 2.0

In addition to the documentation outlined above, transfer applicants who have not previously earned an associate's or baccalaureate degree must submit high school transcripts or GED, and ACT or SAT scores (if applicant is over the age of 24, scores only required if test was taken within the last five years).

INSTRUCTIONS FOR APPLYING TO AN UNDERGRADUATE CERTIFICATE PROGRAM

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

1. Complete the Online Undergraduate Certificate Application form below or download the application form at www.usd.edu/ce/undergraduate-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 address below:
 - a. Completed Undergraduate Certificate application with the \$20 application fee
 - 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

Please note: It is also your responsibility to ensure that 1) official high school transcripts or verification of GED and 2) ACT or SAT scores (if applicable) be sent to 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.

UNDERGRADUATE CERTIFICATE PROGRAM

APPLICATION FOR ADMISSION

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

Social Security Number _____

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 an undergraduate Associate or Bachelor's 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 high school diploma or equivalent from the following school:

School	Location	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.)

School	Location	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 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:	
_____	_____
Chair/Director Signature	Date
_____	_____
Continuing Education Dean Signature	Date

