



VALPARAISO UNIVERSITY GRADUATE SCHOOL

PART I: APPLICATION FOR CERTIFICATE PROGRAMS

PART II: SUPPLEMENTAL APPLICATION FOR CERTIFICATE PROGRAMS (To be completed ONLY by students who are not currently enrolled in a Valparaiso University Master's program)

Specific graduate programs require applicants to submit a supplemental application form along with the basic application. In this supplemental form, you are (1) requested to provide additional information, and/or (2) provided with more specific instructions regarding information requested on the basic application form.

1. PERSONAL INFORMATION

ID Number: _____

Name: _____
First Name Middle Name Last Name Former Name

Home Address: _____
Number & Street City State Zip

Day Phone (circle: home or office) Cell Phone Fax Number Email

Date of Birth (Month/Day/Year)

Gender: Male Female

US Citizen (including Permanent Resident): Yes No; If no, in what country are you a citizen? _____

Race (Optional):

1. Are you Hispanic or Latino? Yes No

2. Are you from one or more of the following (please check all that apply):

- American Indian or Alaskan Native Asian Black or African American
 Native Hawaiian/Other Pacific Island White

2. ENROLLMENT INFORMATION

a. Please indicate the certificate program to which you are seeking admission:

- Business Management Certificate
 Management Certificate for Counseling Students
 Management Certificate for Nursing Students
Applicants for the Management Certificate for Nursing must have successfully completed a college-level statistics course within the past 5 years.
 Legal Studies & Principles Certificate
 Teaching of English to Speakers of Other Languages (TESOL)
 Post MALS Certificate (Please indicate a concentration below for the post MALS certificate.)
 English Ethics & Values Gerontology History
 Human Behavior & Society Theology Theology & Ministry

b. Are you currently enrolled in a Master's program at VU? No Yes; If yes, which program _____

Applicants who are currently admitted to a Master's program at Valparaiso University do not have to complete the remainder of this form. Applicants who are not currently enrolled in a Master's program at Valparaiso University must submit the following:

- Supplemental application (Reverse side)
 Application fee: \$30 for US Citizens, \$50 for International Applicants
 Certified undergraduate transcripts as well as any graduate transcripts
 One letter of recommendation

"I submit this application as a true and complete statement of facts for your consideration."

Signature: _____ Date: _____

The decision for admission to the Graduate School is not final until all required application materials have been received. Applicants granted conditional permission to register for classes may not be allowed to continue their coursework if they do not satisfy the admission requirements.

Valparaiso University does not unlawfully discriminate on the basis of gender, disability, race, color, age, national origin or ancestry in the admission of students nor in its hiring and employment practices.

GRADUATE CERTIFICATE PROGRAMS

PART II: SUPPLEMENTAL APPLICATION FOR CERTIFICATE PROGRAMS (To be completed ONLY by students who are not currently enrolled in a Valparaiso University Master's program)

1. ENROLLMENT PLANS

- a. Anticipated year/term to begin: 20_____ August (Fall) January (Spring) May (Summer)
- b. Full or part-time plans: Full (9 or more credits) Part (8 or fewer credits)
- c. Expected course schedule: Day Evening Both
- d. In how many years/semester do you plan to complete the program? * _____
*NOTE: Most programs require completion within 5 years of admission.

2. EDUCATION BACKGROUND

College/University	Location	Dates of Attendance	Degree/Credits Earned
1. _____			
2. _____			
3. _____			
4. _____			

NOTE: Official transcripts of all college work must be received before you will be allowed to take graduate courses at Valparaiso University.

List recognitions, awards, or scholarships that you have received, or co-curricular or community/civic activities in which you have been involved.

Have you ever been dismissed or placed on academic probation at Valparaiso University or another academic institution?
 No Yes; If yes, please explain fully on a separate sheet.

3. EMPLOYMENT BACKGROUND

(If you have professional experience, include your resume with this application.)

Company: _____ Job Title/Description: _____
Work Phone Number: (____) _____ Work Address: _____
May we contact you at work? Yes Prefer Not
Will you receive employer reimbursement? Yes No Don't Know
Have you ever been convicted of a felony? No Yes; If yes, please explain fully on a separate sheet

4. SELECTION OF VALPARAISO UNIVERSITY

How did you learn about Valparaiso University? (Check all that apply)

- College Adviser Valpo Alumni Professor Recruiter
 Relative/Friend Religious Organization Printed Material Reference Material
 Internet Site Other (please specify): _____

Please list other graduate schools you are considering or to which you are applying:

Order the factor(s) (1 = most important) that will affect your choice for graduate school (rank all that apply).

- Reputation Accreditation Program of Study Good Value for Cost
 Location Other (please specify): _____

SEND ALL APPLICATION MATERIALS TO:

Office of the Graduate School, Kretzmann Hall Room 116, 1700 Chapel Drive, Valparaiso University, Valparaiso, IN 46383.

Upon receipt of all admission materials, the Committee on Admissions for the graduate counseling programs will review the file. The applicant will be notified in writing of the committee's decision. Questions should be addressed to the Office of the Graduate School at 219.464.5313 or 1.800.821.7685.