

## Admissions Checklist for Professional Certificates

Enrollment in Graduate Professional Certificate programs is open to those with bachelor's, master's, or doctoral degree. Students already admitted to a graduate degree program or to post-baccalaureate status are also eligible to take graduate certificate programs. Those eligible must apply by submitting a separate graduate certificate application that designates the graduate certificate.

Entry to a certificate program does not guarantee admission to a graduate program. However, once a person is accepted into a regular graduate program, credits from a UCF certificate program may be applied toward an existing graduate program with the consent of the program. Students admitted to master's or doctoral degree programs only are eligible for tuition waivers, assistantships, fellowships, or federal financial aid. Post-baccalaureate students who are enrolled in a certificate program are not eligible. Students are advised to apply for the graduate certificate program well in advance of completion of all required courses so that their additional graduate status can be on file and to enable the program and university to accurately track certificate activity.

### Application

1. \_\_\_\_\_ Review opportunities in Instructional Technology (under “Programs”) and select appropriate program of study (i.e., specific professional certificate program)
2. \_\_\_\_\_ Make sure you are eligible for enrolling in professional certificate programs. In short, you must have a bachelor's degree from an accredited institution. You DO NOT have to take the GRE to be admitted into the graduate certificate program.
3. \_\_\_\_\_ Be sure to submit application and required documentation before specified deadlines:  
  
**Fall** – July 15      **Spring** – December 1      **Summer** – April 15
4. \_\_\_\_\_ Request Official Transcripts from prior school(s) to be sent directly to UCF Office of Graduate Studies. Note: Transcript MUST indicate award of bachelor's degree.
5. \_\_\_\_\_ Go to <http://www.graduate.ucf.edu/gradonlineapp/> to register for a PIN number and Password, follow the online [application instruction](#) and fill out the online application form.
6. \_\_\_\_\_ Either pay online (by credit card) or go to your local bank and get a valid check or money order to pay the \$30 application fee.

After you have submitted your application, you should receive an email confirmation from UCF's Office of Graduate Studies indicating that your application has been received. In the email confirmation, you should receive a UCF Personal Identification number (PID) so you can log into our student record system (POLARIS) and check and see if all the information has been received and what is missing. Instructions for using POLARIS are provided in Portable Document Format (PDF) file that is accessible at: <http://www.graduate.ucf.edu/filebox/applicationStatus.pdf>.

### **Admission and Registration**

Once all documents are received, Instructional Technology program faculty and UCF Graduate Admissions staff review the documents and recommend admission for qualified candidates. You will then receive a letter from the College of Education stating whether you were admitted into the professional certificate program.

7. \_\_\_\_\_ Before you are allowed to register for courses, you have to submit your Immunization Form to Student Health Center. The form is accessible at: <http://www.shs.ucf.edu/>. We recommend that you keep a copy of the form and either mail or FAX the original to:

UCF Student Health Service  
Immunization Department  
P.O. Box 16333  
Orlando, FL 32816  
FAX: 407.823.3135

Note: If you plan to complete the entire certificate at a distance with no plans to attend class on-campus, you must still complete an Immunization Form, clearly indicating that you are a distance education student and will not be coming to campus on the form.

8. \_\_\_\_\_ Go to <http://my.ucf.edu/> to register for classes.

### **Completion of Graduate Certificate**

Students will not be processed for completion of a graduate certificate unless there is a record of application that designated the graduate certificate and admission to the graduate certificate program. The Graduate Certificate Completion Form can be downloaded from the UCF Graduate Studies website ([www.graduate.ucf.edu](http://www.graduate.ucf.edu)) and must be filed with the program office by the time the student is registering for the final course in the certificate program. Students complete their name, address, and certificate name information, including listing of courses and grades earned for each course and submit the form to the program director for approval and signature. The program director then forwards the form to the College of Education Students Services Office to verify coursework and for additional signatures. The Student Services Office will then forward the form to UCF Graduate Studies for final verification, processing, and release of the certificate completion.