

# Request to Add a Graduate Certificate

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## Important Information

The Request to Add a Graduate Certificate form is for students who have already been admitted to a degree program at The University of Toledo and are currently registered. The form is intended

1) to **add** certificate to degree program currently enrolled in.

The Request to Add a Graduate Certificate form serves as the student's "application" to the proposed certificate program. The Graduate Admissions office is not involved in the initial change process. International students should also contact International Student Services regarding proposed changes of study.

This form is not intended to replace the readmission application or the regular graduate application. The readmission application must be completed if a student has stopped out for more than two consecutive terms excluding summer and wishes to return to pursue the same degree program. The regular graduate application is required if a student has already earned a degree and is seeking another degree, has never attended, or is applying for multiple programs.

It is recommended that the student first contact the Graduate Advisor within the proposed certificate program to gain a clear understanding of the graduate program's application process and deadlines. In some cases, the proposed certificate program will accept application materials submitted to the student's original graduate program, which the student may request to be sent to the proposed certificate program. In other cases, new materials may be required. In both cases, the student is responsible for all application materials.

### **MPH Students:**

MPH students only are eligible to add the following graduate certificates:

GERO-Graduate Certificate in Gerontological Practice

DISM- Disaster Preparedness and Response (9 hours for MPH students; 12 hours for non-MPH students)

## Instructions

1. After contacting the proposed graduate program, the student completes Section 1 of the Request to Add a Graduate Certificate form, including obtaining the Graduate Advisor's signature of the currently enrolled graduate program. Once section 1 is complete, the original form should be sent to the College of Graduate Studies.
2. The College of Graduate Studies will review the request, complete Section 2 of the form, enter the request in Banner and request an official decision from the proposed certificate program. Once a decision is made the student will receive an official letter from the College of Graduate Studies informing them of the certificate program's decision.

# Request to Add a Graduate Certificate

Important information and instructions are printed on the reverse side.

## Section 1: To Be Completed By The Student (Please Print)

Last Name	First Name	MI	Rocket I.D.	
Street Address	City	State	Zip Code	Phone Number
Email	Last Semester & Year Enrolled at UT	Former Names (if any)		

Have you lived in Ohio from birth to the current date or have you lived in Ohio for the past 12 consecutive months?  Yes  No

Have you lived in Monroe County, Michigan from birth to the current date or have you lived in Monroe County, Michigan for the past 12 consecutive months?  Yes  No

Have you live in one of the following counties in Michigan from birth to the current date or for the past 12 consecutive months?

Yes (see below)  No

Please choose one.  Hillsdale  Lenawee  McComb  Oakland  Washtenaw  Wayne

<b>Current Graduate Program:</b>  Name of Current Graduate Program  Signature, Current Graduate Advisor  *Student Signature By signing, you authorize the College of Graduate Studies to provide the information in Section 2 required for transfer evaluation
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<b>Add Certificate Program:</b>  Name of Proposed Certificate Program  Program Code  Proposed Semester & Year of Transfer  1. Attached are new: a. <input type="checkbox"/> Letters of Recommendation b. <input type="checkbox"/> Statement of Purpose  2. Use Previously Submitted: a. <input type="checkbox"/> Letters of Recommendation b. <input type="checkbox"/> Statement of Purpose  3. <b>International students only:</b> Updated bank statement required. a. <input type="checkbox"/> attached
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## Section 2: To Be Completed By The College of Graduate Studies

Current Academic Status: <input type="checkbox"/> Regular <input type="checkbox"/> Provisional Cumulative GPA: _____ Earned hours: _____ Residency Status: <input type="checkbox"/> Resident <input type="checkbox"/> Non-Resident <input type="checkbox"/> International Date Referred: _____ Referred By: _____
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