Application for Admission to a Graduate Certificate Program

Dear Applicant,

Thank you for your interest in graduate education at the University of Massachusetts Dartmouth.

An alternative to submitting these paper forms is to apply online. The application can be submitted electronically through our website—just go to www.umassd.edu/graduate, find the button that says “Apply Now” and then the link for “Online Application.”

While completing the paper or electronic forms, please refer to the Graduate Catalog (www.umassd.edu/catalog) which gives full information about many aspects of campus life and about the program of study and courses in each of our academic fields. Check the application and the catalog carefully for any deadlines for the program of your choice and also for information about special admissions criteria or requirements.

Some graduate certificate programs require additional application materials, such as a portfolio. Our office will check each application for completeness before sending it to the academic department for action. If elements are missing or otherwise incorrect, we will contact you about the problem in a timely manner. You can check your application’s status at www.umassd.edu/graduate/appstatus.cfm.

A special note about financial aid. Persons hoping for financial aid such as a loan or work study (US citizens or Permanent Residents only) should file the Free Application for Federal Student Aid (FAFSA) form before the priority deadline of March 1. Do not wait until you have been accepted to a graduate program, but file the FAFSA as soon after January 1 as possible, indicating UMass Dartmouth as a recipient of your results (code number 002210). Call our Financial Aid Office at 508.999.8632 for assistance. Financial aid eligibility requirements include being registered for at least half-time status each semester and taking only courses that count toward the graduate program to which you have been admitted. Persons admitted to graduate certificate programs are ineligible for graduate assistantships.

You may wish to contact the graduate program director of the program that you are interested in for information about the program, courses, or curriculum. Please contact us with any questions about the university or the application process.

Sincerely,

The Office of Graduate Studies

For assistance —
508.999.8604 voice
508.999.8183 fax
graduate@umassd.edu
www.umassd.edu/graduate

Mail your application materials to:

Office of Graduate Studies
University of Massachusetts Dartmouth
285 Old Westport Road
Dartmouth, Massachusetts 02747-2300

Law School Applicants
Please do not use this form.

Instead, please use the application form at www.umassd.edu/law.
Term/year of intended entrance —

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<tr>
<th>Choice of Academic Load</th>
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<tr>
<td>☐ January ______</td>
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<tr>
<td>☐ Full-Time</td>
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**Choice of Academic Load**

- ☐ Full-Time
- ☐ Part-Time

**Graduate certificate program of choice (choose one)**

**Post-Master’s Certificate**

- ☐ I am applying for a Post-Master’s in Applied Behavior Analysis.

**Post-Bachelor’s Certificates**

**A. Write the full name of the Certificate you are applying for:**

At the time of publication, the official list of UMass Dartmouth post-bachelor’s certificates includes the following: Computer Networks and Distributed Systems, Computer Science, and Software Development and Design (all offered by Computer & Information Sciences); Computer Systems (offered jointly by Computer & Information Sciences and Electrical & Computer Engineering); Accounting, Business Foundations (via UMass Online), Finance, International Business (via UMass Online), Marketing, Organizational Leadership (via UMass online), Supply Chain Management (all offered by the Charlton College of Business); Acoustics, Communications, Digital Signal Processing, and Electrical Engineering Systems (all offered by Electrical & Computer Engineering); Professional Writing (offered by English); Artisanry (see B below), Fine Arts (see B below), Web and Interaction Design (see C below) (offered by the College of Visual & Performing Arts); Educational Policy (via UMass Online), Environmental Policy (via UMass Online), Public Management (via UMass Online) (all offered by Public Policy).

**B. If you are applying for the Artisanry or Fine Arts Certificate, complete the following**

Artisanry—Choose one studio emphasis
- ☐ Ceramics
- ☐ Jewelry/Metals
- ☐ Fibers
- ☐ Wood/Furniture Design

Fine Arts—Choose one studio emphasis
- ☐ Drawing
- ☐ Painting
- ☐ Printmaking
- ☐ Sculpture

Indicate how you will submit your image portfolio of 10 slides or 10 digital images:
- ☐ I am sending my portfolio via the Slideroom website (preferred) https://umassd.slideroom.com/.
- ☐ I am enclosing my portfolio with this application
- ☐ I am sending my portfolio under separate cover (address it to the Office of Graduate Studies)

Provide names and contact information of three references to be contacted by Artisanry or Fine Arts faculty (use separate sheet). Upon successful review of your application, a member of the graduate committee may contact you to arrange for an interview.

**C. If you are applying for the Web and Interaction Design Certificate, complete the following**

Indicate how you will submit your image portfolio of 10 slides or 10 digital images:
- ☐ I am sending my portfolio via the Slideroom website (preferred) https://umassd.slideroom.com/.
- ☐ I am enclosing my portfolio with this application
- ☐ I am sending my portfolio under separate cover (addressed to the Office of Graduate Studies)
Other personal information

Are you a Non-Resident Alien (visa holder)? Yes__ No__ For U.S. Citizens and Permanent Residents: Are you Hispanic or Latino? Yes__ No__

Please check one or more of the following groups in which you consider yourself to be a member:

- American Indian or Alaska Native (including all Original Peoples of the Americas)
- Asian from Indian subcontinent
- All other Asian descent
- Cape Verdean
- African American
- Native Hawaiian or Other Pacific Islander (Original Peoples)
- Portuguese
- White (including Middle Eastern)
- Other Black (including Africa and Caribbean)

I am (check one):
- Veteran of U.S. Armed Forces
- Dependent of a Veteran
- Not a Veteran

Education

List all post-secondary technical institutes or two- or four-year colleges/universities you have attended or are attending (even if you did not complete a degree there). List current or most recent first and use additional sheet if necessary.

<table>
<thead>
<tr>
<th>Name of school</th>
<th>dates (from-to)</th>
<th>major</th>
<th>degree if any</th>
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Provide official transcripts of your academic record for each of these institutions, sealed in official envelopes. We will evaluate your application only if you send us all official transcripts. (However, do not obtain UMass Dartmouth transcripts; we will obtain those for you.)

If you are not a U.S. citizen, fill in the following:

Country of citizenship ____________________________ Country of birth ____________________ City of birth ___________________

Resume & Essay

Certificate applicants should provide a current resume. In addition, applicants should provide a separate page in which they state concisely their personal and academic objectives, research/creative/career interests and experience, and recent work experience, as these relate to their interest in the certificate program under consideration.

Massachusetts residency status

Mark the appropriate box and provide the information requested.

Residents of Massachusetts complete this section

- I have resided continuously in the Commonwealth of Massachusetts since _____/_____/____ (mm/dd/yyyy).
  My permanent, legal address is:

Non-Residents of Massachusetts complete this section:

- I do not qualify for Massachusetts residency.
- Although the above does not apply to me, I still claim Massachusetts residency because (reason must be derived from the Tuition Classification policy, and will be reviewed for compliance):

Application fee

An application fee of $60 is required along with the application packet. Please make checks payable to UMass Dartmouth.

Signature

Check your application and enclosures before signing the following statement. Falsification or omissions may result in denial of admission, dismissal, and/or admission revocation. All information will be kept confidential and will be released only to persons authorized to review it.

To the best of my knowledge and belief, the information I have provided on this application is complete and accurate and the records submitted are correct and official.

Signature ____________________________ Date __________________

Full name printed ____________________________

Mail your application materials to:
Office of Graduate Studies
University of Massachusetts Dartmouth
285 Old Westport Road
Dartmouth, Massachusetts 02747-2300
Personal disclosure documentation

Family Name                  First (Given) name                  Middle name/initial  

Previous or maiden last name        Previous first name 

Social security number (U.S.)       —                         —

1. Have you ever been found responsible for a disciplinary violation at an educational institution you have attended from 9th grade (or the international equivalent) forward, whether related to academic misconduct or behavioral misconduct, which resulted in your probation, suspension, removal, dismissal, or expulsion from the institution?

☐ Yes  ☐ No

2. Have you ever been convicted of a felony or other crime?

☐ Yes  ☐ No

If you answered “yes” to either or both questions, please submit a separate sheet that gives the approximate date of each incident and explains the circumstances.

Mark the envelope CONFIDENTIAL and mail directly to:

Office of Graduate Studies
University of Massachusetts Dartmouth
285 Old Westport Road
Dartmouth, MA 02747-2300

We will carefully review the circumstances surrounding your situation. A “yes” answer does NOT necessarily disqualify you for consideration for admission to UMass Dartmouth.

To the best of my knowledge and belief, the information I have provided above is complete and accurate, and any records submitted are correct and official. I understand that failure to disclose any required information could result in the denial of admission or retroactive administrative withdrawal from the university without refund or course credits.

Signature  Date
Graduate Recommendation

Applicants are urged to arrange for at least one letter of recommendation from a faculty member who has served as your instructor in an accredited degree program.

**Applicant**

Name of Applicant

Proposed Graduate Program

The Family Educational Rights and Privacy Act of 1974, as amended, gives a student the right to future access to any recommendations provided. No school or person can require waiver of this right. I have read and understood this statement of the federal law concerning my right of future access to recommendations received on my behalf.

☐ I hereby waive my right of future access to recommendations. ☐ I do not waive my right of future access to recommendations.

Signature of Applicant  Date

**Recommender**

1) Please rate the individual

<table>
<thead>
<tr>
<th>Applicant is in the upper 5% Outstanding</th>
<th>10% Superior</th>
<th>25% Good</th>
<th>50% Average</th>
<th>75% Weak</th>
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2) On the reverse of this sheet, or on a sheet of your institution’s official letterhead, provide a written evaluation of this candidate.

Please comment on the applicant’s ability to undertake graduate study and research and his or her general character, stability, and preparation for a successful career in the chosen field. Compare the applicant to others you have known in this field.

3) Please sign and indicate here your name, address, phone, and affiliation:

Signature  Date

Name  Title

Institution

Address

City, State, Country

Telephone  E-mail

4) Please seal your recommendation in an envelope, sign your name across the sealed flap and give it to the candidate to be mailed to us. Even if it is a non-confidential recommendation, we still require it to be sealed in an envelope. Your prompt response is greatly appreciated.
Graduate Recommendation

Applicants are urged to arrange for at least one letter of recommendation from a faculty member who has served as your instructor in an accredited degree program.

**Applicant**

Name of Applicant

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☐ I hereby waive my right of future access to recommendations. ☐ I do not waive my right of future access to recommendations.

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