the next step ...

Application for Graduate Certificates
APPLICATION FOR GRADUATE CERTIFICATE: College of Business and Public Administration
If you have questions, please contact the admission office at 515-271-2188 or toll-free within the United States at 1-800-443-7253, x 2188.

GRADUATE APPLICATION REQUIREMENTS

To apply for admission to the College of Business and Public Administration (CBPA) Graduate Certificate Program at Drake University, you must provide the following materials:

☑ Completed and signed Drake University Application for Graduate Certificate
☑ $50 U.S.D. application fee—waived for candidates who have previously applied to Drake, current Drake students, and alumni.
☑ Official transcripts from coursework completed in all colleges, universities, or technical institutes you attended, whether or not a degree was awarded. These should be sent from each institution to Drake University. Unofficial transcripts or transcripts marked “issued to student” will not be accepted. Transcripts for current Drake students and recent alumni are not required.
☑ Two letters of recommendations from individuals such as professors or employment supervisors who can attest to your potential for success in a graduate program of study.
☑ A current copy of your résumé or curriculum vitae. Any items that are being sent via mail should be addressed as follows to ensure direct delivery to our office for processing: Drake University, CBPA Graduate Programs, 2507 University Ave., Des Moines, Iowa 50311

PERSONAL INFORMATION

Please complete all information and type or print clearly. If at any time your information changes, please notify the College of Business and Public Administration.

Legal Name/Name on Passport

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<th>Last</th>
<th>First</th>
<th>Middle</th>
<th>First Name Preference</th>
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Other name(s) that may appear on supporting documents (e.g., maiden name)

U.S. Social Security Number _______ - _______ - _______ Drake ID No. (if known)

Date of Birth _______ / _______ / _______ Place

Month Day Year Country City State

City/State Province/Country ZIP/Postal Code

Telephone ____________________________ Cell Phone ____________________________

(include country, city/area code, and number) (include country, city/area code, and number)

Current information is effective until _______ / _______ / _______.

Month Day Year

Preferred and Alternate Email Addresses

PermanenT Home Mailing Address (if different from above)—International applicants should list their permanent address in their home country.

Address ____________________________

City ____________________________ State/Province ____________________________

Country ____________________________ ZIP/Postal Code ____________________________

Telephone ____________________________

☐ United States Citizen
☐ Foreign Student (non-immigrant)
☐ Other (example: refugee)

☐ United States Permanent Resident

Country of Citizenship ____________________________

Country of Citizenship ____________________________

Current Immigration Status ____________________________

Alien Reg. No. from Form I-551 ____________________________

Admission No. from Form I-94 ____________________________

SEVIS No. (if you know it) ____________________________

If you are currently in the U.S. on a F-1 student visa, which institution issued you an I-20? ____________________________

Expiration date of your visa ____________________________

How would you describe yourself? (optional)

____________________________

Please indicate whether you consider yourself to be Hispanic/Latino ☐ Yes ☐ No

In addition, select one or more of the following racial categories to describe yourself:

☐ American Indian or Alaska Native ☐ Native Hawaiian or Other Pacific Islander

☐ Asian ☐ White

☐ Black or African American
EMPLOYER INFORMATION

Name of Employer

Address

City ____________________________ State/Province ____________________________

Country ____________________________ ZIP/Postal Code ____________________________

Telephone ____________________________ Current Position ____________________________

(Include country, city/area code, and number)

Work Email Address ____________________________ May we contact you at work? ☐ Yes ☐ No

INTENDED PROGRAM OF STUDY

Please check the appropriate box(es).

College of Business and Public Administration

☐ Financial Asset Analysis ☐ Nonprofit Leadership

☐ Financial Decision Making ☐ Public Policy

☐ Health Administration & Policy ☐ Risk Management & Insurance

☐ International Business ☐ Taxation

ADMISSION INFORMATION

Application for: ☐ Fall 20 ________ ☐ Spring 20 ________ ☐ Summer 20 ________

Planned Attendance: ☐ Full-time (nine or more semester hours)

☐ Part-time (fewer than nine semester hours)

Have you previously applied to Drake University? ☐ Yes ☐ No

If yes, what semester and year: ____________________________

Have you previously taken classes at Drake University? ☐ Yes ☐ No

If yes, what semester(s) and year(s): ____________________________

Have you ever been dismissed from any college or university? ☐ No ☐ Yes Date of dismissal: ____________________________

SECONDARY INFORMATION

Current Classification: ☐ I currently hold or will receive a bachelor’s degree and have earned NO graduate credit.

☐ I currently hold a bachelor’s degree and HAVE EARNED graduate credit.

☐ I currently hold a master’s degree.

☐ I currently hold a specialist degree.

☐ I currently hold a doctoral degree.

☐ I am currently enrolled in my first professional degree (Pharm.D. or Law) at Drake.

SECONDARY INFORMATION

Name of last high school/secondary school attended ____________________________

Date of graduation ________ / ________ / ________

Month Day Year
UNDERGRADUATE INFORMATION

All applicants MUST complete this section in its entirety even if a prior application has been submitted.

Please list ALL institutions attended after high school, whether or not you were enrolled in a degree program. International students should include enrollment in English as a second language programs, if applicable.

Applicant must submit official transcripts from each undergraduate and graduate institution attended, whether or not they appear on another transcript. Drake transcripts do not need to be requested. Official undergraduate and graduate transcripts should be sent directly from the issuing institution to the appropriate address as listed in the “Graduate Application Requirements” section of this application. Transcripts marked “Issued to Student” will not be accepted.

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<tr>
<th>Undergraduate Institutions (Full name)</th>
<th>Location (City, state, country)</th>
<th>Attendance Month/Year (Beginning) (Ending)</th>
<th>Degree/Certificate (Name and date earned)</th>
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GRADUATE INFORMATION

All applicants MUST complete this section in its entirety even if a prior application has been submitted.

Please list ALL institutions attended after your bachelor’s degree, whether or not you were enrolled in a degree program. International students should include enrollment in English as a second language programs, if applicable.

Applicant must submit official transcripts from each undergraduate and graduate institution attended, whether or not they appear on another transcript. Drake transcripts do NOT need to be requested. Official undergraduate and graduate transcripts should be sent directly from the issuing institution to the appropriate address as listed in the “Graduate Application Requirements” section of this application. Transcripts marked “Issued to Student” will not be accepted.

<table>
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ADDITIONAL INFORMATION

Describe how you first came to be interested in attending Drake University.

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________
APPLICATION SUBMISSION INFORMATION

To guarantee admission review for the semester indicated, completed applications and all supporting documents should be submitted no later than the following dates:

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<tr>
<th>APPLICATION TERM (START)</th>
<th>EARLY DECISION DATE</th>
<th>COMPLETED APPLICATION DEADLINE</th>
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<tr>
<td>Spring (January)</td>
<td>Oct. 1</td>
<td>Dec. 1</td>
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<td>Summer (May)</td>
<td>March 1</td>
<td>April 1</td>
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<td>Fall (August)</td>
<td>March 1</td>
<td>July 15</td>
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Applications received after these dates will be reviewed on a space-available basis only.

Candidates application and supporting materials should be sent to:

Drake University
CBPA Graduate Programs
Aliber Hall
2507 University Ave.
Des Moines, IA 50311 USA
cbpa.gradprograms@drake.edu

AFFIRMATION OF INFORMATION

To be considered for admission, your application must be fully and properly completed, signed, dated, and accompanied by a $50 U.S.D. application fee. All supporting documents must also be received before the application will be sent to the department for review and recommendation. Once received, documents become the property of Drake University and will not be returned to the applicant. Ultimately it is the responsibility of the applicant to see that the application and all supporting documents have been submitted. Only applicant fees submitted in error will be refunded.

I certify that the foregoing information is true and complete to the best of my knowledge. I realize that failure to provide official transcripts and other required information may result in the cancellation of admission or registration and will preclude the release of a Drake transcript.

Applicant’s signature ___________________________ Date ___________________________