

# College of Business & Public Administration

## Application for Graduate Certificates

# APPLICATION FOR GRADUATE CERTIFICATE: College of Business and Public Administration

If you have questions, please contact the CBPA Graduate Office at 515-271-2188.

## 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**
- 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.
- A current copy of your **résumé or curriculum vitae**.

## 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

\_\_\_\_\_  
Last First Middle First Name Preference  
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 \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Gender:  Male  Female

Telephone \_\_\_\_\_ Cell Phone \_\_\_\_\_  
(include country, city/area code, and number) (include country, city/area code, and number)

Preferred Email Address \_\_\_\_\_

Permanent Home Mailing Address  
Address \_\_\_\_\_

City \_\_\_\_\_ State/Province \_\_\_\_\_

Country \_\_\_\_\_ ZIP/Postal Code \_\_\_\_\_

United States Citizen  Foreign Student (non-immigrant) Other (example: refugee)  
 United States Permanent Resident Country of Citizenship \_\_\_\_\_ Country of Citizenship \_\_\_\_\_  
Country of Citizenship \_\_\_\_\_ Current Visa Status \_\_\_\_\_ 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 \_\_\_\_\_

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

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Financial Decision Making      | <input type="checkbox"/> Nonprofit Leadership      | <input type="checkbox"/> Accounting—Taxation Track |
| <input type="checkbox"/> Health Administration & Policy | <input type="checkbox"/> Public Policy             | <input type="checkbox"/> Accounting—GRC Track      |
| <input type="checkbox"/> Real Estate                    | <input type="checkbox"/> Data Analytics Leadership |  |

## 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.

## 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.

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 "Application Submission" section of this application. Transcripts marked "Issued to Student" will not be accepted.

Undergraduate Institutions (Full name)	Location (City, state, country)	Attendance Month/Year (Beginning) (Ending)	Degree/Certificate (Name and date earned)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

## 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.

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 "Application Submission" section of this application. Transcripts marked "Issued to Student" will not be accepted.

Graduate Institutions (Full name)	Location (City, state, country)	Attendance Month/Year (Beginning) (Ending)		Degree/Certificate (Name and date earned)
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

## ADDITIONAL INFORMATION

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

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## APPLICATION SUBMISSION INFORMATION

**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, and dated. 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.

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 \_\_\_\_\_



**College of Business & Public Administration** 2507 University Ave., Des Moines, IA 50311