



Division of Graduate Studies

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DIVISION OF GRADUATE STUDIES POST-BACCALAUREATE/GRADUATE CERTIFICATE ADMISSIONS APPLICATION FOR CONTINUING SFSU GRADUATE STUDENTS

The following application may only be used by post-baccalaureate/graduate **continuing SFSU graduate students** applying for admission into a graduate certificate program. A continuing SFSU post-baccalaureate student wishing to earn a graduate certificate at San Francisco State University is expected to complete the prescribed program requirements for the desired certificate. Certificate information can be found on the SFSU bulletin at <http://bulletin.sfsu.edu/>.

Applications are due by **August 15** for Fall admission or **January 15** for Spring admission, unless the academic department requires an earlier deadline.

Eligibility Requirements

1. A bachelor's degree from an accredited institution, with a major in an appropriate field(s) of study.
2. An average GPA of 3.0 or higher in the last 60 semester units (90 quarter units) attempted.
3. Current enrollment as a post-baccalaureate SFSU student and have successfully completed at least one semester in a graduate program.
4. Obtain approval from the Department Chair/Unit Director or Post-Baccalaureate/Graduate Certificate Coordinator.

Graduate Certificate Program Requirements

- If the major is not in a related field of study, the departments offering the certificate may require the student, prior to admission, to take additional courses.
- Must complete a minimum common core of coursework consisting of at least 9-semester units.
- Courses may be used to meet both a master's degree and graduate certificate objective providing they are appropriate and acceptable toward the specific requirements of each program. No more than 12 units can be double counted.
- All requirements for a graduate certificate program must be completed within a seven-year period defined as beginning with the date of registration for the first course used to meet the requirements for the certificate and ending with the date that the last requirement is completed.

Application Procedures

1. Fill out the form that begins on page 2 of this document.
2. Attach an unofficial San Francisco State University transcript to this application.
3. Attach a Statement of Purpose describing your preparation and interest in pursuing this certificate program.
4. Attach a current résumé.
5. Identify a faculty mentor.
6. Submit this form to your department Certificate Coordinator or Department Chair for approval and signatures.
7. All scanned and signed forms must be submitted to the Special Academic Programs Coordinator, Khaled Ezzat, at khaled@sfsu.edu by your department's Certificate Coordinator or Department Chair. Forms emailed by students will not be accepted.

Form begins on Page 2

PLEASE NOTE: in order to save your personal information on the following PDF form, you will need to:

1. Install latest version of Adobe Acrobat Reader on your computer. Click here for Free Adobe Acrobat Reader: <http://www.adobe.com/products/acrobat/readstep2.html>.
2. Save the PDF form to your computer desktop prior to entering your personal information.



**SAN FRANCISCO
STATE UNIVERSITY**

DIVISION OF GRADUATE STUDIES

**POST-BACCALAUREATE/GRADUATE CERTIFICATE ADMISSIONS APPLICATION
FOR CONTINUING SFSU GRADUATE STUDENTS**

Student and Post-Baccalaureate/Graduate Certificate Information

Admission requested for the: _____ in _____
Semester/Year Post-Baccalaureate/Graduate Certificate Program

Name: _____
Last First Middle

Name under which you were last registered at San Francisco State (if different from above):

Name: _____
Last First Middle

Student ID #: _____ **Birth Date:** _____

E-mail: _____ **Phone:** _____

Address: _____
Street Address City State Zip Code

Current Overall GPA: _____ **Current Earned Units:** _____ **Current Graduate Program:** _____

Certificate programs require you to identify a faculty mentor prior to admission

Identify your Faculty Mentor: _____

Student Signature: _____ **Date:** _____

Applications are due by August 15 for Fall admission or January 15 for Spring admission, unless the academic department requires an earlier deadline.

All signatures below are required in order to process your application for admission. Submit a completed original form to the Division of Graduate Studies (ADM 250, Attn: Associate Dean/designee).

Post-Baccalaureate/Graduate Certificate Coordinator

Certificate Coordinator's Name: _____ Signature: _____ Date: _____

Certificate Program Admission Criteria:

Department Chair/Unit Director or Post-Baccalaureate/Graduate Certificate Coordinator

Name: _____ Signature: _____ Date: _____ Approved

Denied

Graduate Dean or Designee

Name: _____ Signature: _____ Date: _____ Approved

Denied