

Plymouth State UNIVERSITY

FROST SCHOOL OF CONTINUING AND PROFESSIONAL STUDIES

Certificate Application Instructions

Frost School of Continuing and Professional Studies
Plymouth State University
17 High Street, MSC 10
Plymouth, NH 03264-1595

(603) 535-2822 • Fax: (603) 535-2823

Admissions Information

Students with high school diplomas or GEDs are eligible to apply. Upon completion of the required course work, the student will be awarded a Certificate of Undergraduate Study in the area of concentration. These certificates are independent of degree programs.

Admission Deadlines

The application and all supporting credentials (see Application Checklist below) must be received by the following dates:

For Fall Semester
July 1

For Spring Semester
December 15

For Summer Session
March 15

Prerequisites

Successful completion of high school or high school equivalency (GED) is the only prerequisite for the certificate program.

International Students

Certificate programs are not appropriate for students on a full-time international student visas. Students on a part-time student visa or working visa are eligible for this program. In order to comply with the United States Immigration Office policies, please see checklist below.

Procedure for Admissions

Applicants should submit their completed application materials to:

**Frost School of Continuing and Professional Studies
Plymouth State University
17 High Street, MSC 10
Plymouth, NH 03264-1595**

Application Checklist

For a Certificate Applicant

- \$25 Nonrefundable Application Fee (payable to Plymouth State University)
- Official high school transcript(s) with graduation date *
- Official college transcript(s)
- Essay
- Application MUST be signed

For an International Applicant

- \$25 (U.S. dollars) Nonrefundable Application Fee (payable to Plymouth State University)
- Official secondary school transcript(s) in English
- U.S. Center for Educational Documentation post-secondary PSU transfer credit evaluation
- TOEFL or IELTS scores
- Notarized PSU Certification of Finances
- Completed International Student Information section on application
- Copy of current visa
- Essay
- Application MUST be signed

* For home-schooled students, a home-school transcript, or outline of studies.



FROST SCHOOL OF CONTINUING AND PROFESSIONAL STUDIES

Undergraduate Certificate Application

Frost School, MSC 10
Plymouth State University
17 High Street
Plymouth, NH 03264-1595

(603) 535-2822 • Fax: (603) 535-2823

Applying for Term Beginning:

- Fall 20, Spring 20, Summer 20

Last Name, Previous Name(s), First Name, Middle Name, Suffix

Legal Address, Street Address or PO Box, City/Town, State, Zip Code

Telephone Numbers with Area Codes: Day, Evening, Cell

E-Mail Address(es) (This address will be used by PSU as the primary way of communicating with you.)

PSU Student ID or Social Security Number, Date of Birth (MM/DD/YY)

- Gender: Male, Female
Residency: NH Resident, Non-Resident of NH
Are you a citizen of the United States? Yes, No
If not, country of citizenship: Resident Alien, Non-Resident Alien
Do you receive Veterans' benefits? Yes, No
Is this your first course at PSU? Yes, No
Ethnicity and Race: Are you Hispanic/Latino? Yes, No
Also, select one or more to indicate your race:

- American Indian or Alaskan Native
Asian
Black or African American
Native Hawaiian or other Pacific Islander
White

Certificate Program:

- TESOL Teaching English to Speakers of Other Languages

Academic Record

High School, Date Graduated or, GED Date

Colleges or Universities Attended, Dates Attended, Degree

What courses, if any, have you completed toward your Certificate Program?

Course Number, Course Title, Instructor, Institution, Year, Grade

Essay: Please explain your interest in earning a certificate (type on a separate piece of paper).

OFFICE USE ONLY

APPLICATION FEE RECEIVED, PAYMENT METHOD, CHECK #, BANNER STUDENT ID NUMBER