To ensure time for processing and review, applications for graduate certificate study must be completed (including official undergraduate transcripts showing degree conferred) no later than July 31 (for fall term), November 30 (for spring term), and May 1 (for summer term). All graduate certificate applicants must submit the following:

1. A graduate certificate application form, complete with signature, verifying that all information supplied is valid;
2. A non-refundable $30 application fee (waived for online applications); and
3. Official transcripts from each college attended indicating all college coursework completed. Transcripts must have the official school seal and be sent directly to the Office of Enrollment Services from all the institutions previously attended.

**Note:** Acceptance as a graduate certificate student is limited to the certificate-specific classes. Applicants who are interested in a degree program should consult with the faculty certificate advisor to verify the credits that are applicable toward that degree.

**Categories of Graduate Non-Degree Admission**

*Please indicate one of the following certificate programs on your application:*

- Advanced Counseling Certificate (post-M.Ed.)
- Autism Spectrum Disorders Certificate
- Earth Science Certificate
- Literacy Studies Certificate
- School Inclusion Certificate
- Students with Significant Disabilities Certificate
- Teacher Leadership Certificate (post M.Ed.)
- Young Children with Developmental Disabilities Certificate

For complete certificate requirements, prerequisites, and updates, please visit the website at [www.lynchburg.edu/gradcertificates](http://www.lynchburg.edu/gradcertificates).

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APPLY ONLINE  [www.lynchburg.edu/gradcertapp](http://www.lynchburg.edu/gradcertapp)

Please tear off and retain this page for future reference.
Graduate Certificate Application

**Personal Data** *(Please print or type)*

Social Security Number ________ ________ ________ Date of Birth ______/____/____

Dr. / Mr. / Mrs. / Ms. (circle) __________________________

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<tr>
<th>(First)</th>
<th>(Middle/Maiden)</th>
<th>(Last)</th>
<th>(Preferred Name)</th>
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Other names used at previous institutions ________________________________

Permanent Address __________________________

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<tr>
<th>(Number and Street)</th>
<th>(City)</th>
<th>(State)</th>
<th>(Zip)</th>
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Mailing Address __________________________

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<tr>
<th>(Number and Street)</th>
<th>(City)</th>
<th>(State)</th>
<th>(Zip)</th>
</tr>
</thead>
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If mailing address is different than permanent, give inclusive dates ________________________________

State of legal residence __________________________ Country of citizenship (USA or other) __________________

Phone (Home) ___________________ (Work) ___________________ (Cell) ___________________

E-mail __________________________________________

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**Entry Term and Classification**

Term you wish to enter Lynchburg College □ Fall □ Spring □ Summer □ Year 20____

Please indicate desired Certificate Program

□ Advanced Counseling Certificate (post-M.Ed.)
□ Autism Spectrum Disorders Certificate
□ Earth Science Certificate
□ Literacy Studies Certificate
□ School Inclusion Certificate
□ Students with Significant Disabilities Certificate
□ Teacher Leadership Certificate (post-M.Ed.)
□ Young Children with Developmental Disabilities Certificate

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**Previous Education**

Beginning with the most recent, list all colleges/universities* attended, including Lynchburg College:

<table>
<thead>
<tr>
<th>Name/Location of Institution</th>
<th>Degree</th>
<th>Dates of Attendance</th>
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*Official transcripts for all relevant coursework completed should be directly forwarded from the institution to the Office of Enrollment Services.

(over)
All graduate studies applicants must answer the following questions:

Have you ever been dismissed or placed on academic or social probation by any institution of higher education? _____ If yes, please attach an explanatory statement.

Have you ever been convicted of any offense other than a minor traffic violation? _____ If yes, please attach an explanatory statement. (Conviction of a felony does not necessarily constitute grounds for denial of admission.)

Are you socially, academically, and financially eligible to return to all colleges and universities at which you were enrolled? _____ If no, please explain.

Statement of Purpose for Enrollment  All applicants must complete.

I affirm on my honor that the information submitted on this application is complete and accurate and that if admitted to Lynchburg College I will abide by the regulations, ideals, and principles of the institution. I understand that information gathered during the admissions process will be handled confidentially by the Office of Enrollment Services in a professional manner. Further, I agree that my college grades may be used for statistical studies or sent to my former college for evaluation purposes. I understand that falsification of any information on this application may result in termination of my enrollment.

Applicant's Signature ________________________________ Date _____/ _____/ _____

Financial Aid
Contact the Office of Financial Aid at 434.544.8228 or 800.426.8101 if you have questions about financial planning for your education at Lynchburg College.

Optional: The following information does not affect your admission status and is requested only to aid in the completion of federal, state, and college reports. Please check one for each category.

Gender:  □ Female  □ Male
Are you Hispanic or Latino?  □ Yes  □ No
Please select one or more race categories:
□ American-Indian or Alaska Native  □ Asian  □ Black, African-American
□ Native Hawaiian or other Pacific Islander  □ White

Religious Preference: ____________________________________________________________

Lynchburg College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the baccalaureate, master's, and doctorate level degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404.679.4500 for questions about the accreditation of Lynchburg College. Lynchburg College does not discriminate on the basis of race, religion, disability, gender, sexual orientation, or national or ethnic origin, and complies with the requirements of the Americans with Disabilities Act.

Available on request is a copy of the Lynchburg College annual security report, which includes statistics for the previous three years concerning crimes reported as occurring on campus, off-campus properties owned or controlled by Lynchburg College, and on public property within the same reasonably contiguous geographic area of the institution. The report also includes information about institutional policies concerning campus security, crime prevention, crime reporting, alcohol, drugs, and sexual assault. Copies of the report may be obtained through the College website at www.lynchburg.edu/safety/handbook.pdf or by contacting the Office of Enrollment Services at 800.426.8101, 434.544.8300, or via e-mail at admissions@lynchburg.edu.