

To: FIU Graduate Students and Graduate Program Directors
From: University Graduate School
Date: 10/29/2009
Re: Procedure for Admission into Graduate Certificates

Dear Graduate Community,

Effective November 2, 2009, all admission to certificate programs will require an application through the Graduate Admissions web site. **Programs can no longer use a Departmental memo to request the admission of a current (continuing) graduate student to a Graduate Certificate.** Thus, all applications for admission to certificate programs for Spring 2010 or later must be through an application available on the website and will require a \$30.00 application fee.

The purpose for this procedure change is to ensure transparency, accountability and quality control over the admissions process to graduate certificates.

All applicants to graduate certificate programs can access the appropriate application through the University Graduate School website, at <http://gradschool.fiu.edu/admissions.html>.

The application for new students is electronic, as has been the case for some time. However, the application for continuing students will be in paper form and must be completed by the student and signed by the Graduate Program Director before being submitted to Graduate Admissions in PC 230.

Please make sure you share this information with your graduate students that are interested in pursuing a graduate certificate.