CX ID#:_____

$75 Application Fee Required

Ottawa University
Live. Learn. Lead!™

CERTIFICATE OF GRADUATE STUDIES
APPLICATION FOR ADMISSION

PLEASE PRINT CLEARLY.

Anticipated Start Date _____ , 20_____

❑ Fall I
❑ Fall II
❑ Spring I
❑ Spring II
❑ Early Summer
❑ Summer

Campus Applying to:

❑ Arizona
Certificate of Advanced Graduate Studies

❑ Greater Kansas City
Certificate of Graduate Studies – Human Resources ONLY

PERSONAL INFORMATION

❑ Mr. ❑ Ms. ❑ Mrs.

_____/_____/_____/_____/_____
Last | First | M.I | Jr., III | Maiden/Preferred/Former Name

_____(____)_____
Home Address | City | State | ZIP Code | Home Phone

_____
Employer | Title or Position

_____(____)_____
Permanent Address | City | State | ZIP Code | Work Phone

_____(____)_____
E-mail Address | Mobile Phone

_____(____)_____
Date of Birth | Social Security Number | Country of Citizenship (if not USA) | Country of Birth

The following information is requested for federal reports (optional): ❑ Male ❑ Female

❑ Nonresident Alien ❑ American Indian/Alaska Native ❑ Asian/Pacific Islander ❑ Black/non-Hispanic ❑ Hispanic
❑ White/non-Hispanic ❑ Race/ethnicity unknown ❑ I do not wish to provide this information.

FINANCIAL ASSISTANCE

Do you plan to apply for financial aid? ❑ YES ❑ NO Do you plan to apply for Veteran's benefits? ❑ YES ❑ NO

Will you receive tuition reimbursement from your employer? ❑ YES ❑ NO If yes, _____% or $_____

PREVIOUS SCHOOL(S) ATTENDED

List in chronological order all colleges and universities attended. You must request that official transcripts be sent to Ottawa University's Office of Enrollment Mangament at your local campus from all institutions granting graduate credit.

Name of Graduate Institution | City, State | Major | Degree/Credits Earned

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Name of Graduate Institution | City, State | Major | Degree/Credits Earned

Name of Graduate Institution | City, State | Major | Degree/Credits Earned

ACADEMIC INTERESTS

Please check the ONE certificate program for which you are now applying:

BUSINESS
- ❑ Finance
- ❑ Human Resources
  - ❑ Human Resources Development
  - ❑ Human Resources Management
  - ❑ Organization Change Management
- ❑ Information Technology
- ❑ International Business
- ❑ Leadership/Management
- ❑ Marketing

EDUCATION
- ❑ Curriculum and Instruction
- ❑ Early Childhood
- ❑ Education Intervention
- ❑ Education Leadership
- ❑ Education Technology
- ❑ School Guidance Counseling
- ❑ School Psychology
- ❑ Special Education

PROFESSIONAL COUNSELING
- ❑ Behavioral Health Counseling
- ❑ Expressive Arts Therapy
- ❑ Marriage and Family Therapy
- ❑ Treatment of Trauma, Abuse and Deprivation

GREATER KANSAS CITY
- ❑ Human Resources

Please refer to your preferred campus for programs available.

HOW DID YOU HEAR ABOUT OTTAWA UNIVERSITY

❑ Direct Mail ❑ Billboard/Posters ❑ Internet

❑ Radio (Which station?)_____

❑ Television (Which station?)_____

❑ Referral (By whom?)_____

❑ Phone Book (Which phone book?)_____

❑ Print Media (Which magazine/newspaper, etc.?)_____

❑ College Fair (Which fair?)_____

❑ Other_____

IMPORTANT INFORMATION

Before mailing this application, please make sure you have:

- Requested all your official transcripts be sent directly to your local campus' Office of Enrollment Management.
- Enclosed this signed application and application fee of $75 (non-refundable). Make checks payable to Ottawa University.
- Enclosed a resume of work and volunteer experience.
- A list of important personal recognitions and academic honors, awards, prizes, and community service activities related to your program.
- Enclosed a 300- to 500-word statement describing your career development and the expectations for the role of this program.

NOTE: Submission of application and fee does not guarantee acceptance into Ottawa University.

Arizona
10020 North 25th Avenue
Phoenix, AZ 85021
602-371-1188
800-235-9586
Fax: 602-371-0035

Greater Kansas City
4370 West 109th Street, Suite 200
Overland Park, KS 66211
913-266-8600
888-404-6852
Fax: 913-451-0806

Signature Date

APPLICATION FEE PAYMENT OPTIONS

❑ Check ❑ Cash ❑ Credit Card_____/_____/_____

Account Number Exp. Month/Year VCode (card back 3 or 4 Digit Security Code)

Signature Date

** Credit card will be charged on the the date the application is received unless otherwise noted.*

Ottawa University is committed to equal opportunities for students and does not unlawfully discriminate in the recruitment or treatment of students on the basis of race, age, sex, color, religion, disability, national origin, sexual orientation, or any other characteristic protected by law.