Department of Curriculum and Instruction
Application Checklist: Professional Studies Certificates

Note: Even if you are a currently enrolled student, you must apply to earn a certificate. We also require a bachelor’s degree from an accredited U.S. institution or foreign equivalent with at least a 2.8 GPA.

Required Documents for application

☐ Unofficial transcripts
  - Upload to the application system, do not mail.
  - Official transcripts are required after you are admitted.
  - [Tips for uploading your transcript(s)]

☐ Resume
  Upload to Program Supplementary Information - Graduate Program Additional Application section.

☐ Statement of purpose
  - Recommended length: two pages
  - Explain the relationship of courses and research to your professional goals

☐ Two letters of recommendation

International Students Additional Information
This program does not support VISA requirements; if you need a VISA, please view our Master of Education degree option instead.

☐ English translation of your transcripts, if the transcript is not in English.
  A course by course evaluation may be required.

☐ TOEFL scores
  - Official TOEFL scores are required. You may qualify for an exception if you have completed 16 semester or 24 quarter credits within the past 24 months in residence as a full-time student at an accredited institution of higher learning in the United States.
  - UMN TOEFL [score requirements and submission guidelines]
  - TOEFL registration and score submission