

**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](#)