



Continuing Education
Certificate Program Application

Admission Guidelines

Students who wish to apply for a certificate program may do so at any time during the academic year.

Students are permitted to transfer up to one Continuing Education course taken for non-credit toward the certificate program. Only non-credit courses which have been taken within one year of the student's certificate application date are eligible for transfer.

Certificate students must take all courses for credit. No student may apply more than one previously completed, non-credit courses to their certificate. Additionally, all courses must have been completed using current software versions.

Completed applications, with supporting materials and application fee, can be submitted by mail or in person using the appropriate address below:

Walk-In Location

Terra Hall
211 S. Broad Street
9th Floor, Room 901
Philadelphia, PA 19107

USPS Mail

Continuing Education
The University of the Arts
320 S. Broad Street
Philadelphia, PA 19102

FedEx + UPS

Continuing Education
The University of the Arts
311 S. Juniper Street
Philadelphia, PA 19107

Note: Continuing Education office hours are Monday through Friday from 9 am to 5 pm. Students are encouraged to call the office at 215.717.6095 to confirm staff availability.

I. PLEASE INDICATE THE CERTIFICATE FOR WHICH YOU ARE APPLYING

- Communication Design Essentials Certificate
- Communication + Web Design Certificate
- Digital Photography Certificate
- Music Business, Entrepreneurship + Technology Certificate
- Social Media Marketing Essentials Certificate
- Web Design Essentials Certificate
- Web Design Professional Certificate

II. STUDENT INFORMATION

Female Male

Date: _____

Last Name First Name Middle Initial

Address Apartment

City State Zip

Home Telephone Work Telephone Cell Phone

Date of Birth Social Security Number

Primary Email Secondary Email

III. CERTIFICATE STUDENT STATUS

Please check one:

- I am a new student and I have not taken any courses counting towards this certificate.
- I am a new student, and I am currently enrolled in and/or have completed the following certificate course. (In the column to the right, please indicate which non-credit course you wish to have considered toward completion of your certificate.)

Course Completed Semester Year

Note: Students are required to pay a \$50 waived course fee if applying a non-credit course toward the certificate program. Fees will be applied pending review and approval. Do not send waived course fees at the time of application.

IV. EDUCATIONAL BACKGROUND

Institution	Degree Received	Subject	Date
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V. PERSONAL AND PROFESSIONAL PROFILE *(for statistical purposes only)*

1. What is your current employment status?

Employed full time Employed part time
 Self-employed Not currently employed

Business/organization: _____

2. What is your current field of occupation?

Graphic Design Design Education
 Marketing Artist
 Other (specify): _____

3. Business address:

4. Number of years in current occupation: _____

5. Number of years with current employer: _____

6. Does your current employer provide tuition reimbursement?

Yes No

7. Approximate current income (optional):

less than \$25,000 \$26,000 - 35,000 \$36,000 - 45,000
 \$46,000 - 55,000 \$56,000 - 65,000 \$66,000 - 75,000
 \$76,000 - 85,000 + \$85,000

8. Are you considering a career change in (please check one):

One year? Two years? Three years?
 I am not currently planning a career change.

9. Do you consider yourself to be Hispanic/Latino?

Yes No

In addition, select one or more of the following racial categories to describe yourself:

American Indian or Alaska Native Asian
 Black or African American White
 Native Hawaiian or Pacific Islander

VI. PERSONAL STATEMENT

On a separate sheet of paper, please submit a short, typewritten paragraph indicating your reasons for seeking a UArts certificate in the area you have specified.

VII. CURRENT RESUME

Please attach a copy of your current resume to this application.

VIII. ADOBE SOFTWARE COMPETENCY EXAMS

All applicants to digital technology certificate programs (excluding Digital Photography) must complete and submit competency exams for Adobe Photoshop and Adobe Illustrator with their application. Applicants to the Communication Design Essentials Certificate or Communication + Web Design Certificate must also complete and submit a competency exam for Adobe InDesign with all other application materials.

IX. \$100 APPLICATION FEE PAYMENT

AmEx MasterCard Visa Check/Money Order (payable to The University of the Arts)

Credit Card Number	Expiration Date	Security Code
Name on the Card (please print)		
Signature		

Note: If you are denied acceptance to the program, you will be refunded \$75.

Submission Checklist: (For Office Use Only) Personal Statement Competency Exams (if applicable)
 Application Form Resume \$100 Application Fee