

# Continuing Education Certificate Program Application



THE UNIVERSITY  
OF THE ARTS

## Admission Guidelines

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 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 19107

### 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

- |   |  |
|---|--|
| <input type="checkbox"/> Digital Photo Level I Certificate  | <input type="checkbox"/> Graphic Design Level II Certificate |
| <input type="checkbox"/> Digital Photo Level II Certificate | <input type="checkbox"/> Social Media Marketing Certificate  |
| <input type="checkbox"/> Graphic Design Level I Certificate | <input type="checkbox"/> Web Design Certificate              |

## II. STUDENT INFORMATION

Female  Male |  Undeclared

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 that are applicable for 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
_____	_____	_____	_____
Institution	Degree Received	Subject	Date
_____	_____	_____	_____
Institution	Degree Received	Subject	Date

## 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. Does your current employer provide tuition reimbursement?

- Yes     No

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

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

6. Do you consider yourself to be Hispanic/Latino? (Optional)

- Yes     No

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

- 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. PORTFOLIO *(Required for Graphic Design Level II, Digital Photography Level II and Web Design Certificates ONLY)*

A portfolio of five example design projects, samples or images is required to complete the application. Portfolio materials can be submitted as an attachment or list a link to a website below:

\_\_\_\_\_

## IX. APPLICATION SUBMISSION

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

\_\_\_\_\_

Credit Card Number    Expiration Date    Security Code

\_\_\_\_\_

Name on the Card

\_\_\_\_\_

Signature

Students accepted to a Continuing Education Certificate Program will be required to pay a one-time \$100 matriculation fee to accept their offer admission to the program.

I certify that all the information given in this application is complete and accurate. If I am admitted to the CE Certificate Program, I agree to abide by the established rules and regulations of The University of the Arts. I understand that The University of the Arts is authorized to release information concerning my achievements.

The University of the Arts gives equal consideration to all applicants for admission and conducts all educational programs, activities and employment practices without regard to race, color, sex, religion, national or ethnic origin, or disability.

The University of the Arts is a member of the National Association of College Admissions Counseling and endorses the NACAC Statement of Principles of Good Practice.

**Submission Checklist:** (For Office Use Only)

Application Form

Personal Statement

Resume

Portfolio