HOW TO APPLY FOR CERTIFICATE AS A CURRENT GRADUATE STUDENT
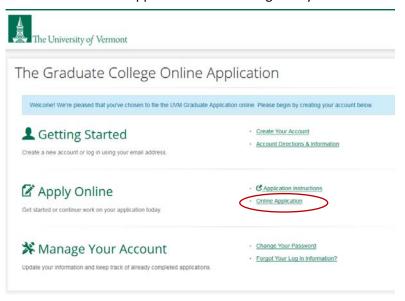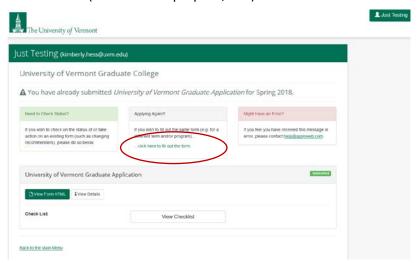
Applicants have the ability to apply to more than one degree in the same CollegeNet account.

Please note that Students who are applying for both a graduate degree program and for a certificate of graduate study will first be evaluated for consideration into the master's or doctoral degree program. Therefore, that electronic application should be filled out *first*.

1. Navigate back to the application log in page at: https://www.applyweb.com/uvmg/index.ftl and click on "Online Application" link and log in to your account:

2. Proceed to log into your account. Once logged in you should see the screen below. Under "Applying Again?" click the green link that says "…click here to fill out the form." That will bring you to the application and the system maintains all of the information submitted for the first application. You will not need to input your biographical information, etc., only your supporting documents (statement of purpose, etc.).
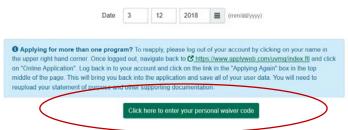
3. Once you are in your account, when you get to page two of the application under "UVM Graduate College Application History" you will need to select the first option "Certificate of Graduate Study"

UVM Graduate College Application History

A new application is needed for each application type. Applications are program and term specific. If you wish to apply for both a Certificate of Graduate Study and a Graduate Degree for the same term, you must first apply to the graduate degree. Once accepted, you can then apply for the Certificate of Graduate Study.

What credentials are you applying for? ● Certificate of Graduate Study
⃝ Graduate Degree

ℹ Important note: Students who apply, and have been accepted, for a Graduate Degree and are now applying for a Certificate of Graduate Study are not charged the application fee twice. If you are a current or accepted graduate student at UVM, please send graduate.admissions@uvm.edu an email to request your application fee waiver for the Certificate of Graduate Study application and other instructions.

4. As directed in the second "note" box you will need to email graduate.admissions@uvm.edu for a transaction fee waiver code and special instructions to waive recommenders.
   a. NOTE: Waiver codes will only be supplied to students who have applied, and have already been accepted to a graduate program at UVM. Applicants applying only for the Certificate will need to pay the standard $65 fee and supply emails of individuals who will be writing letters of recommendation.

5. Proceed through the application process and enter the waiver code provided at the end of the application.

● Yes ⃝ No

Date 3   12   2018   📅 (mm/dd/yyyy)

ℹ Applying for more than one program? To reapply, please log out of your account by clicking on your name in the upper right hand corner. Once logged out, navigate back to ⤴ https://www.applyweb.com/uvmg/index.ftl and click on "Online Application". Log back in to your account and click on the link in the "Applying Again" box in the top middle of the page. This will bring you back into the application and save all of your user data. You will need to reupload your statement of purpose and other supporting documentation.

Click here to enter your personal waiver code

6. Once you have entered your waiver code and successfully submitted your application, please email graduate.admissions@uvm.edu and ask to have your transcripts, copied from your prior graduate application to the certificate application.