

# Post-Baccalaureate Admissions

## Admission Requirements for Post-Baccalaureate Certificates

To qualify for admission to post-baccalaureate certificate programs, a student must have earned a baccalaureate degree from an institutionally accredited institution in the United States or a foreign equivalent. Students who expect to receive their baccalaureate degrees within two semesters may also apply for admission. Applicants must meet the grade point average (GPA) requirements of the specific certificate program to which they are applying.

All certificate students must submit official transcripts showing completion and conferral of all baccalaureate degrees and any transcripts reflecting any courses relevant to the certificate sought. Transcripts are to be requested by the student and must be submitted directly to UAA from the sending institution. Transcripts can be sent directly from the issuing institution to UAA Admissions through a secure electronic service or mailed to the UAA Office of Admissions. Refer to the UAA Office of Admissions transcript page (<https://www.uaa.alaska.edu/admissions/apply/transcripts.cshhtml/>) for more information. (Exception: Students do not need to request transcripts from any University of Alaska campus.) Some baccalaureate programs have additional or more selective admission requirements. See individual program requirements later in this chapter for details.

All U.S. and English Canadian official transcripts and credentials must be submitted by the issuing institution directly to the UAA Office of Admissions (<https://www.uaa.alaska.edu/admissions/>). All final non-U.S. and French Canadian transcripts must be translated and evaluated using World Evaluations Service's (<http://www.wes.org/>) (WES) International Credential Advantage Package (ICAP) Course-by-Course Evaluation.

Each certificate program has individual admission standards and requirements such as writing samples, goal statements, letters of recommendation, research proposals and/or interviews.

Applications, official transcripts, required test scores (if any) and any additional documents must be submitted to the Office of Admissions (<https://www.uaa.alaska.edu/admissions/>). All of these materials become the property of the University of Alaska Anchorage and are only released or copied for use within the University of Alaska system.

Deadlines for submission of materials vary by program. No more than 9 credits may be completed in the student's certificate program before program admission. See individual program listings for information. Please note, for programs with rolling (ongoing) admissions, in order to ensure consideration for all financial aid opportunities, it is strongly recommended that eligible students submit:

- For spring admission, all required application forms no later than November 1, and all required application materials by December 1;

- For summer admission, all required application forms no later than May 1, and all required application materials by July 1;
- For fall admission, all required application forms no later than June 15, and all required application materials by August 1.

## International Post-Baccalaureate Certificate Students

International students who intend to reside in the United States for the purpose of pursuing a UAA certificate as an F-1 visa student and who need a Form I-20 Certificate of Eligibility for Non-Immigrant F-1 Student Status, must fully meet University and program admission requirements before a Form I-20 will be issued.

International students in F-1 visa status must be formally admitted, full-time, degree-seeking students. Health insurance is mandatory. Visit the International Student Services web site (<http://www.uaa.alaska.edu/iss/>) for details and forms.

## Application and Admission Status Definitions for Post-Baccalaureate Certificate-Seeking Students

### Application Status

- **Incomplete Application:** An incomplete application is one that is not accompanied by all required documents; generally, an application is considered incomplete until all required official transcripts and test scores have been received.
- **Pending Application:** A pending application has met university requirements and is awaiting departmental recommendation for admission.
- **Postponed Application:** Students may postpone their applications to a future semester by notifying the Office of Admissions prior to the end of the semester for which they originally applied.
- **Withdrawn Before Admission:** Students must complete or postpone their admission by the end of the semester for which they have applied. At the end of each semester, all applications still incomplete or not postponed will be withdrawn. Students whose applications have been withdrawn must re-apply for admission if they later choose to attend UAA.

### Admission Status

- **Complete Admission:** All required documents have been received and all admission standards met.
- **Incomplete Admission:** Students who expect to receive their baccalaureate from an institutionally accredited institution within two semesters (three if including summer) may apply for post-baccalaureate admission. Formal acceptance becomes final only after the baccalaureate degree is completed and conferred, and all other admission requirements are met. Students cannot receive financial aid while in this status.