
APPLICATION CHECKLIST

On-Campus Certificate In Nonprofit Leadership

☐ MAKE NOTE OF THE APPLICATION DEADLINE

- Summer Semester apply by March 15
- Fall Semester apply by July 1
- Spring Semester apply by November 15

Note that in order to meet the application deadline, your complete application and all supporting documents must be received by the due date.

☐ BEGIN YOUR ONLINE APPLICATION FOR ADMISSION

Review the University of Florida Graduate School admissions process information prior to completing your application. Submit your online application and pay the \$30 fee.

- For currently enrolled UF students, [apply here](#). You will need your GatorLink username and password to apply.
- For new or returning students, [apply here](#).
- On the application, for the Certificate Level question choose “Graduate”. For the program search use “Nonprofit Leadership”.

☐ COLLECT AND SUBMIT YOUR SUPPORTING DOCUMENTATION

Once your application is submitted, your statement of purpose, letter of recommendation, and professional resume, should be submitted directly to Nicole Sloan, Distance Education Coordinator.

☐ Letter of Recommendation

Submit one letter of recommendation from an academic or professional source in a supervisory role (not a relative) who can provide a well-rounded perspective of your background and character.

Your letter of recommendation needs to be received by the application deadline.

☐ Statement of Purpose.

Submit a statement of purpose approximately 400-500 words in length. Your statement should focus on the following topics:

- How will your previous experience or educational background in the nonprofit sector contribute to your ability to complete this rigorous online graduate certificate program successfully?
- What contributions will you bring to the required courses for interactive learning?
- How will you be a good fit for the program based on specific coursework?

☐ Resume

Your resume should highlight your educational and professional experiences and be no more than two pages in length.

☐ Transcripts

Applicants should submit copies of your transcripts:

- An official copy directly to the UF Office of Admissions, and
- An unofficial copy (this can be your student copy or screenshots), either emailed directly to the Distance Education Coordinator, Nicole Sloan.

Failure to provide transcripts to both offices can result in your application being delayed.

If you currently attend UF or have in the past, you do not need to submit transcripts for the coursework completed here or prior to attending UF (if you have already submitted them for your previous attendance at UF).