

Online Certificate in Nonprofit Leadership Application Checklist

Complete the [online application](#) through the UF admissions site and pay the \$30 application fee.

Request official transcripts from each college or professional school previously attended be sent to:

**201 Criser Hall
Office of Admissions
University of Florida
P.O. Box 114000
Gainesville, FL 32611-4000**

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.

Formal, up-to-date resume of no more than 2 pages.

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

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