

APPLICATION CHECKLIST

Distance Education Certificate in Nonprofit Leadership

☐ CHOOSE YOUR STARTING SEMESTER

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

NOTE: To meet the application deadline, your complete application and all supporting documents must be received by the due date.

☐ SUBMIT AN APPLICATION TO UF's OFFICE of ADMISSIONS

Complete your [online application](#) and pay the \$30 fee plus a \$7 processing fee:

- For new or returning graduate certificate students, chose the "New Student Application" button at the bottom of the page.
- For currently enrolled UF students, chose the "Currently Enrolled App" button at the bottom of the page. You will need your GatorLink username and password to apply.
- In the application, make the following choices:
 - "Select the level of your intended certificate program" = Graduate
 - "Search for Program Name" = Nonprofit

☐ COLLECT AND SUBMIT YOUR SUPPORTING DOCUMENTATION

Email your statement of purpose, letter of recommendation, professional resume, to Nicole Sloan, Distance Education Coordinator at nlsloan@ufl.edu

☐ Letter of Recommendation

Submit one letter of recommendation from an academic or professional source in a supervisory role who can provide a well-rounded perspective of your background and character.

☐ Transcripts

Send an

- Official copy **directly** to the UF Office of Admissions, and
- Official or unofficial copy, either emailed or mailed directly to the Distance Education Coordinator, Nicole Sloan at nlsloan@ufl.edu

Request both transcripts **at least three weeks** prior to the deadline (check with prior institutions as some require a longer to process requests).

If you currently attend UF or have in the past, you do not need to submit transcripts for the coursework completed here.

☐ **Statement of Purpose**

Your 400-500 word 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 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.