



Portland State

UNIVERSITY

Graduate Certificates in:

- **Student Affairs in Higher Education**
- **Teaching Adult Learners**

PACE

Postsecondary, Adult, and Continuing Education

Application Instructions

Portland State University
Graduate School of Education
EPFA Department
PO Box 751
Portland, OR 97207

www.pdx.edu/epfa

December 2007

EQUAL OPPORTUNITY

PSU supports equal opportunity in admissions, education, and use of facilities by prohibiting discrimination in those areas based on age, color, disability, gender, marital status, national origin, religion and sexual orientation. This policy implements state and federal law (including Title IX), and inquiries about it should be directed to the Affirmative Action Office, 122 Cramer Hall. A major goal of this program is to provide a diverse pool of qualified applicants for educational leadership positions in Oregon. African, Asian, Native Americans, Hispanics, and women are strongly encouraged to apply.

Retention of Student Documents

All documents submitted to PSU become the property of the University and may not be copied or returned to a student. Transcripts from other institutions cannot be copied. (PSU Bulletin 2006-2007 p. 49)

Application Instructions for Admission to Graduate Certificate Programs

Your current status will determine what you will need to do in order to apply for either the graduate certificate. Please read the following options carefully to identify which set of instructions is appropriate for you.

1. If you are currently admitted to an EPFA or PACE master's degree program and currently registered for class:
 - a. Complete the GO-19M or GO-19D (available at: http://www.gsr.pdx.edu/ogs_forms.php)
 - b. Submit the completed form to:
Portland State University
Graduate School of Education
EPFA Department
PO Box 751
Portland, OR 97207
2. If you are currently admitted to any other PSU master's or doctoral degree program¹ and currently registered for class submit the following:
 - a. Completed GO-19M or GO-19D (available at: http://www.gsr.pdx.edu/ogs_forms.php) with the required signature(s) from your current department
 - b. One to two page cover letter explaining why you are interested in the certificate program and how earning will support you accomplishing your professional goals
 - c. Your current resume
 - d. Unofficial transcripts from each college or university you have attended

Submit all documents to:

Portland State University
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3. If you are not currently admitted to any PSU master's or doctoral degree program¹ submit the following:
 - a. One to two page cover letter explaining why you are interested in the certificate program and how earning will support you accomplishing your professional goals
 - b. Departmental Application for Postsecondary, Adult, and Continuing Education Graduate Certificate (attached)
 - c. University Application for Graduate Certificate Program (available at http://www.gsr.pdx.edu/ogs_forms.php)
 - d. Your current resume
 - e. Official transcripts sent directly from each college or university you have attended
 - f. \$50 non-refundable application fee

Submit all documents to:

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¹ If you decide you want to be admitted to the PACE master's or doctoral program, you will need to also complete the application procedures for those programs.

APPLICATION FOR POSTSECONDARY, ADULT, & CONTINUING EDUCATION
Graduate Certificate

Graduate Certificate in: Student Affairs in Higher Education
 Teaching Adult Learners

Quarter to begin coursework _____

Name _____ Previous Names (If applicable): _____

SSN _____ - _____ - _____ PSU ID# _____ - _____ - _____ Date of Birth ____/____/____

Number and Street _____ City _____ State _____ Zip _____

Home Phone (____) _____ Work Phone (____) _____ E-Mail: _____

Ethnicity (Optional):			
Asian/Pacific Islander _____	Black, Non-Hispanic _____	Caucasian _____	Hispanic _____
Native American _____	Non-resident International* _____	Other _____	

*TOEFL Score: _____ Paper or computer based? _____

<u>Colleges/Universities Attended</u>	<u>Dates</u>	<u>Major</u>	<u>Degree</u>

Program Information

Have you had contact with a PACE or Graduate School of Education faculty member to discuss the program? If so, with whom and when?

Send **ALL** documents to:

Portland State University
Graduate School of Education
EPFA Department
P.O. Box 751
Portland, OR 97207

EPFA Contact Information

FAX 503-725-3200

TOLL FREE (800) 547-8887 ext 4716

DEPARTMENT EMAIL epfa@pdx.edu

Department Secretary (503) 725-4716

Admissions Assistant (503) 725-4633

Subscribe to the PACE listserv:

https://www.lists.pdx.edu/lists/listinfo/pace_info