

**Graduate Certificate in Adult Learning
Application Process Check List and Guidelines**

Department of Educational Leadership
Neag School of Education, University of Connecticut

Following is a checklist and guidelines for the applying to the Graduate Certificate in Adult Learning (GCAL). Please note that the items in this list are not necessarily in sequence. You are responsible for completing and submitting all application materials according to the Graduate School application guidelines. This link will take you to the [Online Application to the Graduate School of the University of Connecticut](#).

In the appropriate place on the Graduate School application please note for which semester you would like to be considered for admission.

	<u>Date Completed</u>
1. Submission of application materials to the Graduate School	
a. Graduate School Application for Admission	_____
b. <i>Official</i> Transcripts (including UConn)	_____
c. Application Fee	_____
d. Resident Affidavit (included with application)	_____
e. TOEFL scores (for foreign students)	_____
f. Personal Statement of Purpose ¹	_____
g. Contact information for three (3) recommenders ²	_____
h. Current résumé or curriculum vitae	_____

2. Interview and/or Professional Writing Sample.

After our review of your application materials the Adult Learning Admissions Committee may request, at its discretion, an interview and/or a professional writing sample.

¹ In your Personal Statement of Purpose please address: (a) your experience working with adults and/or facilitating adult learning, (b) your reasons for pursuing the Graduate Certificate in Adult Learning at the University of Connecticut, and (c) your professional goals and how the Graduate Certificate relates to those goals.

² Please follow the recommender guidelines in the Graduate School application to ensure your recommenders submit their letters of recommendation to the Graduate School.

Some things to keep in mind

1. *You* are responsible for ensuring that all application materials are received by the application deadline. If you have any questions about whether or not your file is complete, first contact the Graduate School.

Contact information for the Graduate School:

Graduate Admissions Office
University of Connecticut
438 Whitney Road Extension U-1152
Storrs, CT 06269-1006
(860) 486-3617

You may direct other administrative questions about your application to the Department of Educational Leadership Administrative Assistant.

Contact information:

Administrative Assistant
Department of Educational Leadership
University of Connecticut
249 Glenbrook Road U-3093
Storrs, CT 06269-3093
(860) 486-6278
lisa.nesbitt@uconn.edu

2. The Adult Learning Admissions Committee will review your application file. If the Committee would like to invite you for an interview and/or request a professional writing sample, either a member of the Admissions Committee or the Department Administrative Assistant will contact you. Please note that the Admissions Committee cannot make a recommendation regarding application until your file is complete.
3. The Graduate School will notify you of the Admission Committee's recommendation. If you are admitted to the Graduate School, the Graduate School Admissions Office will notify you in writing, and to complete the admission process you must reply to the Graduate School to accept admittance.
4. If you have specific questions about the Graduate Certificate in Adult Learning program or admissions process, please contact Dr. Robin Grenier, PhD. Phone 860-486-9201. Email robin.grenier@uconn.edu

Thank you for your interest in our Graduate Certificate in Adult Learning program.