

**UIC SCHOOL OF PUBLIC HEALTH
APPLICATION INSTRUCTIONS FOR APPLYING TO
Academic Certificate Programs**

Application to an Academic Certificate Program of the School of Public Health is through the University of Illinois at Chicago's online application system. Applicants are advised to carefully follow each step in the application process as mistakes can delay the processing of your application. The online application and application instructions may be accessed at: http://www.uic.edu/depts/oar/grad/apply_grad.html.

UIC Academic Certificate Program Application Process:

1. Visit: http://www.uic.edu/depts/oar/grad/apply_grad_certificate.html
2. Scroll down to step one under the *Application Steps and Tips* heading.
3. Once you have read steps 1, 2, and 3, click on the "**Apply Online to Certificate Programs**".
4. Click on the "**First Time User Account Creation**" link below the login button.
5. Create a Login ID and a six-digit password for your application account and click on "login".
6. Select the application type "**Graduate Campus Certificate**" and click on "**Continue**".
7. Select the appropriate admission term and type your first, middle and last name and click on "**Fill Out Application**".
8. The *Application Checklist* screen will appear with a number of sections to be completed. You will need to visit each of these sections one by one and complete all necessary fields.
9. On the *Planned Course of Study* screen, you will need to select the non-degree certificate program of interest which includes one of the following 7 programs:
 - Non degree Adv Community Pub Hlth Prac (Campus Certificate)
 - Non degree Basic Community Pub Hlth Prac (Campus Certificate)
 - Non degree Environ Health Informatics (Campus Certificate)
 - Non degree Public Health Informatics (Campus Certificate)
 - Non degree Certificate in Methods for Clinical Research (Campus Certificate)
 - Non degree Public Hlth Practice Certificate at Rockford (Campus Certificate)
 - Non degree Public Hlth Management (Campus Certificate)

10. Once you have filled out all the sections on the *Application Checklist*, click on "**Application is Complete**" to submit your application.
 - If you wish to save your application and complete it at another time, click on "Finish Later" from the Application Checklist screen.
 - To return to your saved application, follow steps 1 and 2 from above and sign in to the Admissions Login screen using the Login ID and password that you created previously.
11. Follow the on-screen instructions and submit your non-refundable application fee (\$50 for both domestic and international applicants).
12. Once you have clicked on the "Application is Complete" button and your application and application fee have been submitted, the following programs request that you send an email notice to the School of Public Health stating that your application has been submitted online:
 - Non degree Adv Community Pub Hlth Prac (Campus Certificate) email: chscert@uic.edu
 - Non degree Basic Community Pub Hlth Prac (Campus Certificate) email: chscert@uic.edu
 - Non degree Environ Health Informatics (Campus Certificate) email: ehi@uic.edu
 - Non degree Public Health Informatics (Campus Certificate) email: phi@uic.edu
 - Non degree Certificate in Methods for Clinical Research (Campus Cert) email: birutep@uic.edu
 - Non degree Public Hlth Practice Certificate at Rockford (Campus Cert) email: chscert@uic.edu
13. Make sure to turn in all required supplemental documents by the application deadline.

All School of Public Health Certificate Programs require the applicant to submit:

Prior Degrees: A baccalaureate or its equivalent from an accredited college or university. Proof of the degree must be submitted with the application.

Tests Required: Applicants whose native language is not English must take the Test of English as a Foreign Language (TOEFL). The test score cannot be more than two years old. A minimum score of 550 (paper-based test) or 213 (computer-based test) is required by the Graduate College; many departments have a higher minimum. UIC's Institutional Code is 1851. No other tests are required by the School.

Domestic Applicants: A \$50.00 check or money order made payable to the University of Illinois for the non-refundable application fee.

International Applicants: A \$50.00 check or money order made payable to the University of Illinois for the non-refundable application fee.

Other Requirements: International students who require certification of admission (I-20 or IAP-66) sent to the Immigration and Naturalization Service will not be admitted into a Certificate Program.

Supplemental documents described above should be sent directly to the following address (the application fee may also be paid online):

University of Illinois at Chicago
Office of Graduate Admissions (MC 018)
Box 7994
Chicago, Illinois 60680-7994

The following Certificate Programs require additional supplemental documents to be sent to the address indicated:

- 1. Non degree Advanced Community Public Health Practice and**
- 2. Non degree Basic Community Public Health Practice**
- 3. Non degree Public Health Practice Certificate at Rockford**

Additional supplemental documents required: transcripts, TOEFL scores, a personal statement, and a C.V. or resume. USMLE or equivalent test scores.

Materials should be sent to: [The personal statement, C.V. or resume may also be sent electronically to: chscert@uic.edu.]

University of Illinois at Chicago, School of Public Health,
Attn: Community Public Health Practice Certificate Program, 6th floor,
1603 West Taylor Street, Chicago, IL 60612

- 4. Non degree Emergency Management & Continuity Planning**
- 5. Non degree Environmental Health Informatics**
- 6. Non degree Public Health Informatics**

Additional supplemental documents required: transcripts, TOEFL scores, a personal statement, and a C.V. or resume. GRE or equivalent test score is encouraged but not required.

Materials should be sent to:

University of Illinois at Chicago, School of Public Health,
Attn: Health Policy and Administration Certificate Program, 7th floor,
1603 West Taylor Street, Chicago, IL 60612

7. Non degree Certificate in Methods for Clinical Research

Additional supplemental documents required: transcripts, TOEFL scores, a personal statement, and a C.V. or resume. USMLE or equivalent is encouraged, but not required.

Materials should be sent to:

University of Illinois at Chicago, School of Public Health,

Attn: S. Lynch, Health Policy and Administration Certificate Program, 7th floor,

1603 West Taylor Street, Chicago, IL 60612