



APPLICATION FOR ADMISSION TO POST-BACCALAUREATE CERTIFICATE PROGRAMS

Please check one:

- Accounting
- Human Resource Management
- Information Systems
- Marketing
- Real Estate and Urban Land Development

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**NAME** \_\_\_\_\_ **SS#** \_\_\_\_\_  
Last First Middle

Other names that may be shown on transcripts \_\_\_\_\_

**ADDRESS** \_\_\_\_\_  
Street City State Zip

**Home Phone** \_\_\_\_\_ **Business Phone** \_\_\_\_\_

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Virginia Commonwealth University does not discriminate with regard to race, color, sex, religion, or national origin; the information requested is for reports the University provides to Federal and State authorities and to other agencies collecting data on equal opportunity for education and equipment.

**DATE OF BIRTH** \_\_\_\_\_ **Sex** \_\_\_\_\_ **Race** \_\_\_\_\_  
MM/DD/YY

**U.S. CITIZEN** \_\_\_yes\_\_\_ \_\_\_no\_\_\_ **If foreign, give VISA type** \_\_\_\_\_

**VA Resident** \_\_\_yes\_\_\_ \_\_\_no\_\_\_

If you have lived in the State of Virginia for twelve consecutive months with the intention to remain permanently and with no intention to leave, please enter the city or county in which you live.

\_\_\_\_\_  
City or County

If you do not live in the State of VA or if you are living in VA solely for the purpose of securing an education, please enter your home state or county of residence

\_\_\_\_\_  
City or County

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**DESIRED DATE OF ENTRY** \_\_\_Fall\_\_\_ \_\_\_Spring\_\_\_ \_\_\_Summer\_\_\_ **Year** \_\_\_\_\_

**STATUS:** \_\_\_Full time\_\_\_ \_\_\_Part time\_\_\_

If you are currently an undergraduate student, when do you expect to graduate \_\_\_\_\_

**Degree** \_\_\_\_\_ **Major** \_\_\_\_\_

**Institution** \_\_\_\_\_

Are you currently taking courses at VCU? \_\_\_\_yes \_\_\_\_no

If yes, list courses currently enrolled in

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**LIST ALL COLLEGES, GRADUATE SCHOOLS, AND PROFESSIONAL SCHOOLS YOU HAVE ATTENDED**

Name	Location	Dates Attended	Degree	Major	Date Received

**FULL-TIME EMPLOYMENT/MILITARY EXPERIENCE (complete starting with the most recent job)**

Employer	Address	Position	Dates	Reasons for Leaving

Signature \_\_\_\_\_

Date \_\_\_\_\_

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**APPLICATION PROCEDURE FOR ADMISSION TO THE POST-BACCALAUREATE CERTIFICATE PROGRAMS**

The following Application Material must be completed and in your file before your application can be processed for an admission decision

- APPLICATION FORM** A completed copy of this application; please type or print
- APPLICATION FEE** A non-refundable fee of \$30 is required of all applicants. A check or money order for the exact amount of the fee should be made payable to Virginia Commonwealth University.
- TRANSCRIPTS** Two (2) official transcripts (bearing the University seal) must be sent directly to our office from the college or university granting your bachelor's degree.
- FINANCIAL AID** Students interested in financial aid should write the Financial Aid Office 901 W. Franklin Street, Virginia Commonwealth University Richmond, VA 23284, or call (804) 828-6669 for information.
- APPLICATION DEADLINE** Eight (8) weeks prior to beginning of each semester.

**PLEASE SEND ALL APPLICATION MATERIALS TO:**

**Graduate Studies in Business  
School of Business  
Virginia Commonwealth University  
301 West Main Street  
P.O. Box 844000  
Richmond, Virginia 23284-4000**