



**Weber State University
College of Applied Science and Technology**

**INSTRUCTIONS FOR COMPLETING THE APPLICATION FOR ADMISSION FOR THE
GRADUATE CERTIFICATE IN QUALITY AND LEAN MANUFACTURING**

APPLICATION MATERIALS

You will need to provide the following information:

- Graduate Certificate application form
- Official transcripts from all colleges and universities attended (unofficial transcripts from Weber State University are acceptable)
- Current Resume
- \$30.00 application fee
- Official TOEFL score report received sent directly from ETS (international applicants only)
- Separate Weber State University application form and fee (may be filed after acceptance into the Graduate Certificate program - *international students* must observe university application deadlines)

Please note that the application form should be word processed, typed, or clearly printed and that you should keep a copy of your completed application for your records.

APPLICATION FEE

Each application must be accompanied by a \$30 (U.S.) application fee. Personal checks are the preferred form of payment, but money orders are also accepted.

Checks must be made payable to **Weber State University**. Please make sure your name is clearly written on your check. Your application will not be reviewed without payment.

Application to the Graduate Certificate in Quality and Lean Manufacturing Program (referred to hereafter as the Graduate Certificate Program) and application to Weber State University are separate processes. *International applicants* must submit all application materials to both the Graduate Certificate Program and Weber State University at least 60 days prior to their proposed date of entry to the program in order to allow for international admission requirements. U.S. citizens and permanent residents may wish to wait until an admission decision is made before applying for admission to the university. Once accepted into the program, successful applicants can then apply for admission to Weber State University. For further information, contact: Weber State University, Admissions Office, 1137 University Circle, Ogden, UT 84408-1137, (801) 626-6743, e-mail: admissions@weber.edu.

APPLICATION SUBMISSION

Applicants are responsible for submitting all of the application materials by mail to the Graduate Certificate Program Admission Committee or in person to the Manufacturing and Mechanical Engineering Technology Department, Room 214, in the Engineering Technology Building at Weber State University. If you choose

to mail in your materials, please use a 9" x 12" (or page-sized) envelope. Print your name and return address on the upper left-hand corner of the envelope and mail to:

Graduate Certificate Admissions Committee
Manufacturing and Mechanical Engineering Technology Department
College of Applied Science and Technology
Weber State University
1802 University Circle
Ogden, UT 84408-1802

NOTIFICATION OF ADMISSIONS DECISION

Each application is reviewed in depth by the Graduate Certificate Admission Committee. Decisions are made only after thoughtful weighing of all the evidence provided to us each candidate and with careful consideration given to the overall balance of participants we seek for the Graduate Certificate program. Applicants will be notified in a timely fashion after the Graduate Certificate Admission Committee considered their application.

TRANSCRIPTS

Official transcripts of your academic record from all previous colleges or universities attended should be submitted with your application. Applicants may request that official transcripts be sent directly to the Graduate Certificate Admission Committee, or to themselves. Applicants may then forward their official transcripts with their application, but they must be sent UNOPENED in their original, sealed envelopes.

INTERNATIONAL APPLICANTS

International applicants will need to complete additional paperwork in order to comply with university and United States INS regulations. Please follow this link to access information concerning [Weber State University policies and procedures for international applicants](#). If you have questions about the university admission process for international applicants, you may contact Janet Shaner at Admissions@weber.edu or (801) 626-6005. For more information on international applications, [click here](#).

International applicants must be able to speak, write, and comprehend English fluently. Candidates from non-English-speaking countries are required to take the Test of English as a Foreign Language (TOEFL), unless they received their bachelor's degree from a university in which the language of instruction was English.

You must have taken the TOEFL and received at least your unofficial scores prior to submitting your application. To obtain information about the test, contact Educational Testing Services, P.O. Box 6151, Princeton, NJ 08541-6151 (telephone: 609.771.7100; Web site: www.toefl.org).

RESUME

Applicants should enclose a current resume with the application form.

Optional:

If there are extenuating circumstances or concerns (e.g. your academic performance as an accurate measure of your potential, unexplained gaps in your work experience, etc.) affecting your application that you feel the Graduate Certificate Admissions Committee should be aware of, please elaborate on a separate piece of paper and enclose with the application.