Dumke College of Health Professions
Weber State University

Graduate Certificate
In
Health Services Administration

Application for Admission
Application For Admission the HSA Graduate Certificate Program

**PERSONAL**

Name .................................................................................................................................

Mailing Address ..................................................................................................................

........................................................................................................................................

E-mail ........................................ U.S. Social Security Number ......................

Phone Numbers (home) ......................... (work) ..............................................

What is your citizenship status?   U.S. Citizen   U.S. Permanent Resident   Other

Birth date    …../……/……..  Birthplace .................................................................

Optional:
Name of spouse ..............................................................................................................

(if applicable)

**EDUCATION**

Please list all high schools and universities attended.

<table>
<thead>
<tr>
<th>Name</th>
<th>Location</th>
<th>Dates (Month &amp; Year)</th>
<th>Degree (if any)</th>
<th>Month &amp;Year Received</th>
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<td>High School</td>
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Undergraduate

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<tr>
<th>Name</th>
<th>Location</th>
<th>Dates (Month &amp; Year)</th>
<th>Degree (if any)</th>
<th>Month &amp;Year Received</th>
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Graduate Education (if any)

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<th>Dates (Month &amp; Year)</th>
<th>Degree (if any)</th>
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**UNDERGRADUATE GPA &MAJOR**

Cumulative Grade Point Average on 4.00 Scale (convert if necessary) ..............................................

Undergraduate Major ....................................... Minor ........................................................

**ACTIVITIES IN COLLEGE/UNIVERSITY**

<table>
<thead>
<tr>
<th>Activity</th>
<th>Dates of Participation</th>
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COMMUNITY AND CIVIC ACTIVITIES
Activity | Dates of Participation | Contact Name & Tel. Number
--- | --- | ---
…………………………………………. | ……………………….. | ………………………………….
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…………………………………………. | ……………………….. | ……………………………….

AWARDS AND RECOGNITION
List distinctions, honors, and awards (academic, military, extracurricular, professional, community).
Award/Recognition | Date | Selection Criteria
--- | --- | ---
………………………………. | ……………. | …………………………….……….………
………………………………. | ……………. | ………………………….….………………

EMPLOYMENT HISTORY
Your current employment and previous work experience are very important. Please provide complete information. Please list employment positions in reverse chronological order, with your currently employment first. It is only necessary to give company information once.
CURRENT FULL-TIME EMPLOYMENT
(if you are not presently employed in a full-time position, simply write “not presently employed full-time”)
Company name: ..................................................................................................................
Company size (i.e., number of employees, annual revenues):
.................................................................................................................................
Nature of Business: ........................................................................................................
Job Location: .....................................................................................................................
Job Title: ........................................ Annual base salary (U.S.$) .................................
Please list and describe your responsibilities: ......................................................................
........................................................................................................................................
How will a Graduate Certificate help you in this position?
........................................................................................................................................
........................................................................................................................................
Will your present employer provide financial assistance to pursue a Graduate Certificate? ? Yes  ? No
PREVIOUS EMPLOYMENT

Company name: ……………………………………………………………………………………………………………

Dates: From:…………………………………… .                To:………………………………….
        (month/year)       (month/year)

Company size (i.e., number of employees, annual revenues): ……………………………………………………………..

Nature of Business: ……………………………………………………………………………………………………………

Job Location: …………………………………………………………………………………………………………………

Job Title: …………………………………………. Annual base salary(U.S.$) ………………………………………

Please list and describe your responsibilities: ……………………………………………………………………………

PART-TIME/SUMMER EXPERIENCE/OTHER ACTIVITIES

Provide a brief list of summer jobs, part-time jobs, or other activities (e.g., extended travel, employment search,

etc.):

<table>
<thead>
<tr>
<th>Dates</th>
<th>Employer/Activity</th>
<th>Location</th>
<th>Duties</th>
<th>Hours/Week</th>
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ESSAYS

Please respond to the following questions on separate pages. Type the question at the top of each page. Essays

should be single spaced on plain white paper, with your name on the bottom of each page. Essays should not exceed

one page.

1. Describe a significant leadership experience which has enhanced your professional development.

2. Describe a significant career accomplishment that you found particularly rewarding.

In addition to completing an application for the HSA Graduate Certificate program, students must also apply
to Weber State University. Application to Weber State University may be done after students are accepted

into this certificate program.

CHECKLIST

1. Have all appropriate sections of this application been completed?

2. Have transcripts been included or forwarded to the HSA Graduate Certificate Admissions Committee?

3. Have you included a resume?

4. Have you included two letters of recommendation?

5. Have you included the $30.00 application fee (check payable to Weber State University)?

6. Graduates of non-English-speaking universities must have official TOEFL scores forwarded to the HSA Graduate
Certificate Admissions Committee.