



**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.

Name	Location	Dates (Month & Year)		Degree (if any)
		From	To	Month & Year Received

High School
.....

Undergraduate
.....

Graduate Education (if any)
.....

UNDERGRADUATE GPA & MAJOR

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

Undergraduate Major Minor

ACTIVITIES IN COLLEGE/UNIVERSITY

Activity	Dates of Participation
.....
.....
.....

COMMUNITY AND CIVIC ACTIVITIES

Activity	Dates of Participation	Contact Name & Tel. Number
.....
.....
.....

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.):

Dates (month/year-month/year)	Employer/Activity	Location	Duties	Hours/W eek
.....
.....
.....

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.