



Weber State University

Dr. Ezekiel R. Dumke College of Health Professions

INSTRUCTIONS FOR COMPLETING THE HSA GRADUATE CERTIFICATION APPLICATION FOR ADMISSION

APPLICATION MATERIALS

1. The application form should be word processed, typed, or clearly printed.
2. 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 order 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 HSA Graduate Certificate Program and application to Weber State University are separate processes. *International applicants* must submit all application materials to both the HSA 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 HSA admission decision is made before applying for admission to the university. Once accepted into the HSA 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 a complete application by mail to the HSA Graduate Certificate Admission Committee or in person to the Health Administrative Services Department, Room 218, Marriott Health Building at Weber State University.

NOTIFICATION OF ADMISSIONS DECISION

Each application is reviewed in depth by the HSA 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 HSA Graduate Certificate Admission Committee. Applicants will be notified in a timely fashion after the HSA Graduate Certificate Admission Committee has 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 HSA 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).

LETTERS OF RECOMMENDATION

An applicant is required to submit two recommendations, at least one of which should be from someone who has known you in a professional context, preferably a supervisor. [Recommendation forms](#) are included with this application. Those writing letters of recommendation are asked to enclose their letter of recommendation in an envelope with the applicant's name on it, seal the envelope, sign across the envelope seal, and return the envelope to the applicant.

When you receive the returned, sealed recommendation envelopes, DO NOT OPEN them. Return the sealed envelopes with your application. The sealed recommendation envelopes must be included as a required part of your application.

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 HSA Graduate Certificate Admissions Committee should be aware of, please elaborate on a separate piece of paper and enclose with the application.

MAILING INSTRUCTIONS

Use a 9" x 12" (or page-sized) envelope to mail your application. Do not insert application materials into a binder or notebook of any kind. Print your name and return address on the upper left-hand corner of the envelope. Mail to:

**HSA Graduate Certificate Admissions Committee
Health Administrative Services Department
Dumke College of Health Professions
Weber State University
3911 University Circle
Ogden, UT 84408-3911**