

Post Master's Certificate – **Online Application Instructions and Checklist**

- 1) Fill out and submit this application online at: <https://online.mgt.unm.edu/> and print and sign the signature page.
- 2) **Submit the signed signature page, transcripts, statement of purpose & coursework outline, current resume, entrance exam scores and application fee or receipt** to the address following the deadlines below.

Application and Registration (Residency) Information

Please read and fill out all parts of the online application and registration. Be sure to print and sign the Signature page.

The Family Education Rights and Privacy Act (FERPA) of 1974 requires that you be notified that disclosure of your Social Security number (SSN) is mandatory based on University regulation. Your SSN is used to ensure an accurate academic record and to provide full access to all services such as financial aid. Your SSN will not be used as your primary University identification number.

Transcripts

Please send one official transcript from **each** college and graduate school you have attended as a registered student, including summer school, night school, etc. Request copies of each transcript from that school's Registrar's Office. Transcripts must be enclosed in the registrar's sealed envelope and returned to you to include in your package. If you attended the University of New Mexico, please provide a Loboweb or unofficial transcript. A GPA of 3.0 or better is required on the last 60 hours of college coursework. For evaluation of foreign transcripts, UNM recommends: National Association of Credential Evaluation Services (<http://www.naces.org/>) or World Education Services (<http://www.wes.org/>)

Statement of Purpose & Coursework Outline

Please include your name and University of New Mexico identification number. This should be a concise essay explaining your reasons for seeking a post master's certificate. This should include your coursework outline (list of 15 credit hours) that will be used to fulfill the post master's certificate, **which must be signed by a faculty member in the area of concentration as the approved course of study.**

Current Resume

All applications are reviewed in chronological order according to the date the signature page/signed application is stamped "received" by the advisement center. The first step is to review each application to ensure it is complete. Once this step is complete, a confirmation will be sent to the email address provided on the application; depending on the number of applications in the review queue, **this process can last up to six or even eight weeks.** Once the application has been sent to the admission committee, it can take anywhere from one to three weeks for a decision to be made. Those decisions are sent to the email address provided on the application.

Application Fee

A non-refundable check or money order in the amount of \$50.00, payable to the Anderson School of Management, must accompany your application. You can also pay online when you submit your application. Please be sure to attach your receipt to your application.

Entrance Exam (GMAT/GRE) score report Please include a copy of your GRE/GMAT score.

International Application Deadlines:

For Fall semester, May 1

For Spring semester, October 1

Domestic Application Deadlines*:

For Fall semester, April 1

For Spring semester, October 1

*For best consideration, including eligibility for Anderson-awarded financial aid and assistantships, apply by the appropriate deadline shown. After that date, applications will continue to be processed, but admission decisions for the semester cannot be guaranteed.

Submit Application Materials to:

Graduate Programs Admissions
Anderson School of Management
MSC05 3090

1 University of New Mexico
Albuquerque, NM 87131-0001