

Application Checklist

Applied Data Analytics in Technology Graduate Certificate

The following checklist will assist you in completing your Graduate School application and preparing your documents supporting your application.

- Create an [application account](#) to start your Graduate School application.
- [Login](#) to the Graduate School application using your account credentials.
- Complete the following sections of the application based upon your enrollment objective:

Graduate Certificate Seeking -

- Provide Applicant Information - Personal Background, Emergency Contact, Residency
 - Campus and Program
 - > **Campus:** Select “West Lafayette”
 - > **Proposed Graduate Major:** Select “Computer and Information Technology”
 - > **Area of Interest:** Select “Big Data Analytics”
 - > **Degree Objective:** Select “Applied Data Analytics in Technology Graduate Certificate”
 - > **Entry Term:**
 - > **Course Delivery:** Select “Distance (online or off-campus location)”
 - Education Background – *add institution of where your awarded Baccalaureate was received*
 - Additional Information – *Leave blank*
 - Employment – *Add work experience*
 - [Statement of Purpose](#) – *Not required; see below explanation*
 - Resume Upload
 - Diversity Essay Upload – *Not required*
 - [Recommendations](#) – *Not required*
 - Acknowledgments – *Not required*
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- Pay the nonrefundable [application fee](#) by credit card. The Graduate School degree application fee is \$60 (U.S. dollars) for domestic applicants and \$75 (U.S. dollars) for international applicants.
 - [Statement of Purpose Essay](#) is **not** required for Graduate Certificate admission.
 - [Three letters of recommendation](#) are **not** required for Graduate Certificate admission. If the application is requiring recommenders, please enter the following contact details for each recommender, purdueonlinepolytechnic@purdue.edu.

Submit an official transcript for every college or university attended. In addition to the transcript(s) you will upload to the application, you must also submit either a hard-copy to the address listed below or an e-transcript (sent by the University's Registrar e-parchment services) to **gradadm@purdue.edu**.

Transcripts not written in English must be submitted with a certified English translation. Uploaded documents must be from the official version of the academic record/transcript. Social Security numbers must be marked out before any document is uploaded.

If degree/date awarded not listed on transcript, a copy of the original diploma must be made and verified by one of the following: the institution that issued the diploma, the employer, an official such as a lawyer (notarized), or an upper level financial institution employee (notarized). The verifier must write *"This is a true original copy of the diploma for (applicant's full name)"* on the copy, and include their name, title, phone, and email address on the copy. The copy cannot be faxed or sent over email, it must be mailed to the graduate program.

You may check the status of your submitted application by logging into your **online application**.