CERTIFICATE PROGRAM APPLICATION DIRECTIONS – FALL 2018

Application deadline is October 18, 2018, by 5 p.m. Students may only apply to one academic center.

1. Attend one of the Information Sessions
   Information sessions will be held on Tuesday, September 11, 4:30 – 5:30 or 5:45 - 6:45, at the Visualization Wall, first floor, Shain Library. Students complete the Preliminary Application form at the application informational session. This does not commit students to proceed with the application process. This form allows the Ammerman Center Staff to assign Faculty Fellows and student application advisers.

   If you are unable to attend the information session, please contact Assistant Director at cat@conncoll.edu or ext. 2001 to make a preliminary appointment.

2. Meet with Assistant Director by September 14 to review the application process and program requirements and assign each applicant a Faculty Fellow and a student adviser.

3. Meet with assigned Faculty Fellow by September 21. Fellows will discuss areas of research, potential projects and provide direction and feedback on the application essay.

4. Meet with student adviser by September 28. Student advisers can informally help you to navigate the application process. The student adviser will contact the applicant, and meetings will be set up informally, and as necessary throughout the process.

5. Submit a rough draft of the essay to your Faculty Fellow by September 28. Faculty will send feedback by October 5. Multiple meetings or revisions may be helpful as well as visiting the Roth Writing Center.

6. Notify the Ammerman Center about your final intention to apply by September 28. Email cat@conncoll.edu.

7. Request recommendations from two Connecticut College faculty members, from two different departments by October 5. Ask them to send the form directly to the Center by October 18.

8. Print an unofficial transcript from Degree Works

9. Print out one copy of the final application, resume, transcript and essay. Applicants must have his or her adviser's signature on the application in order to submit for consideration by the Center.

10. Mail the signed copy to Campus Box 5365, and email all documents to the Center at cat@conncoll.edu by October 18.

A complete application to the Center must include the following:
   1. Application form signed by your Faculty Fellow
   2. Essay, typed, double-spaced, 3 to 5 pages in length
   3. Transcript
   4. Resume
   5. 2 recommendation forms completed by Connecticut College faculty (sent by faculty)

The Ammerman Center will review and consider all complete applications. Students will be notified of acceptance into the program by November 2.