

# Certificate of Business Essentials

## APPLICATION FORM



Applications for the Certificate of Business Essentials are reviewed twice a year. Completed applications are due no later than October 15 and March 15. Fill out the form below and send it to the address indicated. Applicants who are not current University of Delaware students should also include transcripts of coursework completed at other accredited colleges and universities. Matriculated students may apply during the semester in which they will complete 28 credits and achieve sophomore status, and should meet with their advisors prior to applying to determine how these credits will be allocated toward their degree program.

Please complete and mail the application (along with transcripts, if applicable) to:

Certificate of Business Essentials  
 ATTN: Susan Boudreaux, ACCESS Center  
 Professional and Continuing Studies Resource Center  
 University of Delaware  
 850 Library Avenue, Suite 200  
 Newark, DE 19711

NAME (last, first, middle initial)		
E-mail Address		
LOCAL ADDRESS / Street Address		
City	State	Zip
Local Telephone No.		
HOME ADDRESS / Street Address		
City	State	Zip
I am currently a matriculated University of Delaware student [ ] Yes [ ] No		
If you are a UD student, please complete the following:		
UDID Number: _____ Cumulative GPA: _____ Expected graduation date: _____		
Major(s): _____		
If you are not a current UD student, please complete the following and include a copy of all transcripts of college-level work to: <i>ACCESS Center, Certificate of Business Essentials, Professional and Continuing Studies Resource Center, University of Delaware,        850 Library Avenue, Suite 200; Newark, DE 19711:</i>		
College(s) previously attended: _____		
Major(s): _____		
Cumulative GPA: _____ Graduation date (if applicable): _____		
<b>You will be notified via e-mail of an admission decision after the application deadline.</b>		

**Questions about this program?** Call Continuing Studies Information at 302/831-7600, write to continuing-ed@udel.edu, or visit [www.pcs.udel.edu/essentials/](http://www.pcs.udel.edu/essentials/).