

# Certificate Application

## Application Instructions

2023-2024 Academic Year  
ohio.edu/admissions

Undergraduate Admissions, Chubb Hall 120, 1 Ohio University Drive, Athens OH 45701-2979  
Email: admissions@ohio.edu Telephone: 740.593.4100 Fax: 740.593.0560

### Who should complete this application?

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Students who wish to pursue only a standalone certificate program (and not a degree) at Ohio University should complete this application. OHIO currently offers standalone certificate programs in Automation Technician (CTATMU) and Mechatronics Technician (CTMCHU).

### Who should not complete this application?

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- **College Credit Plus (CC+):** A high school student who wishes to participate in CC+ options provided by Ohio House Bill 487 before graduation from high school. A different application is needed for this option. Please contact your high school guidance office or Undergraduate Admissions for more details.  
**Note:** Students who are enrolled in OHIO's CC+ program may take courses that lead to either of OHIO's standalone certificates. However, since standalone certificates require a high school diploma or GED for admission, CC+ students will not be eligible to enroll in a certificate program code until completion of high school. CC+ students should submit an opt-in form (available at [ohio.edu/dualenrollment/collegedditplus/academics/pathways](http://ohio.edu/dualenrollment/collegedditplus/academics/pathways)) indicating which certificate(s) they intend to complete. CC+ students can apply to a standalone certificate program during their senior year of high school and receive an offer of admission up to one term after high school graduation. After graduating from high school, and if all certification requirements have been satisfied, the student will need to apply for degree conferral for the certificate to be awarded at the end of the summer semester.
- **Students pursuing a degree at Ohio University:** Any freshman or transfer student who wants to enroll at Ohio University with the intent of completing an associate or bachelor's degree. Please contact Undergraduate Admissions for the appropriate application.
- **Former or current Ohio University students:** Contact the Office of the Registrar, Chubb Hall 010, registrar@ohio.edu, 740.593.4191, about reenrolling. A former graduate student who wants to register for undergraduate-level courses and has never enrolled in undergraduate coursework at Ohio University should complete a change of level application through the Graduate College.
- **Denied or dismissed students:** Students who have been denied admission to a degree program at Ohio University and students currently dismissed or under suspension at another institution should contact Undergraduate Admissions to discuss enrollment options.

### Priority Dates

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Undergraduate Admissions must receive a completed application, including all credentials required to support admission, no later than two weeks prior to the first day of classes. Applications or documents submitted late will be considered as processing timelines and space permits.

### Registration

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Admitted students will be placed in a registration group based on the hours earned at Ohio University and will register for classes with other undergraduate students. You may only register for classes that apply toward your certificate program.

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**Step 1:** Complete the attached application and return to:

**Undergraduate Admissions**  
**Chubb Hall 120**  
**1 Ohio University Drive**  
**Athens OH 45701-2979**

**Step 2:** Applicants who are currently in high school, have been out of high school for less than one year or are transfer students with 9 or fewer semester (or 12 quarter) hours of college work must request high school transcripts be sent to Undergraduate Admissions directly from the high school. Applicants who have completed college coursework must request official copies of transcripts from all attended post-secondary institutions be sent directly to Undergraduate Admissions.

**Step 3:** If admitted, a letter confirming admission will be sent to the mailing address provided on your application.

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## Application Form

2023-2024 Academic Year  
ohio.edu/admissions

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Email: admissions@ohio.edu Telephone: 740.593.4100 Fax: 740.593.0560

### Your Information

Name \_\_\_\_\_  
Prefix (Mr., Mrs, Dr., etc.) First Middle Initial Last Suffix (Jr., III, etc.)

Previous Name (other name under which your transcripts might appear)

\_\_\_\_\_ mm / dd / yyyy  
Prefix (Mr., Mrs, Dr., etc.) First Middle Initial Last Suffix (Jr., III, etc.)

Preferred Name (nickname, if applicable) \_\_\_\_\_ Date of Birth \_\_\_\_\_  
mm / dd / yyyy

Legal Sex Male Female X or other legal sex Social Security Number - -

Please verify the accuracy of your Social Security Number before submitting your application. Entering an inaccurate SSN could cause significant problems with your student record, especially if you intend to apply for need-based financial aid at OHIO. While submission of the SSN is optional on the application for admission and scholarships, please note that students who have not supplied a Social Security Number to Ohio University cannot be considered for need-based financial aid. If you do not wish to provide an SSN at this time but would like to be considered for financial aid at OHIO, you will need to supply official documentation of your SSN to Undergraduate Admissions in advance of your Free Application for Federal Student Aid results being sent to Ohio University.

What is your intended certificate program?  Automation Technician (CTATMU)  Mechatronics Technician (CTMCHU)

When do you plan to enroll?  Fall (August 2023)  Spring (January 2024)  Summer I (May 2024)  Summer II (July 2024)

What is your country of citizenship? \_\_\_\_\_

Do you have a current immigration status?  Yes  No

If yes, what is your current immigration status?  Asylee  Temporary Protective Status  Refugee  Deferred Action for Childhood Arrivals  
 Undocumented  Permanent Resident  Other

Are you an international student?  Yes  No

Are you an Ohio resident?  Yes  No If yes, since what date have you been an Ohio resident? \_\_\_\_\_  
mm / dd / yyyy

What is your county of residence? \_\_\_\_\_

Where were you born? \_\_\_\_\_  
City State Country

### Permanent Address

\_\_\_\_\_ mm / dd / yyyy  
Street Address Apartment# City State/Province

\_\_\_\_\_ mm / dd / yyyy  
Zip/Postal Code County Country Address Valid Since

### Mailing Address

\_\_\_\_\_ mm / dd / yyyy  
Street Address Apartment# City State/Province

\_\_\_\_\_ mm / dd / yyyy  
Zip/Postal Code County Country Address Valid Since

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_  
(Area Code) Phone Number (Area Code) Phone Number

Ohio University may communicate with me by text message or phone calls from an automated system:  Yes  No

Email Address \_\_\_\_\_

## Ethnic Background

This information is optional and will not be used for discriminatory purposes.

Are you Hispanic or Latino?  Yes  No

American Indian or Alaskan Native  Asian  Black or African American  Native Hawaiian or Other Pacific Islander  White

## Your Education

High School Type  Public  Private  Homeschool

Name of institution \_\_\_\_\_

City \_\_\_\_\_ State/Province \_\_\_\_\_ CEEB Code \_\_\_\_\_

Graduation Date \_\_\_\_\_ GED?  Yes  No \_\_\_\_\_ State \_\_\_\_\_  
mm / dd / yyyy mm / dd / yyyy

Have you ever taken Ohio University coursework (regardless of location or level)?  Yes  No

Have you attended any other colleges or universities?  Yes  No

## Colleges and Universities Attended (Attach additional sheets if necessary.)

Name of Institution \_\_\_\_\_

City \_\_\_\_\_ State/Province \_\_\_\_\_ Country \_\_\_\_\_

Beginning Date of Attendance \_\_\_\_\_ End Date of Attendance \_\_\_\_\_  
mm / dd / yyyy mm / dd / yyyy

Major Area of Study \_\_\_\_\_

Degree Earned \_\_\_\_\_ Date Degree Received/Expected \_\_\_\_\_  
mm / dd / yyyy

Name of Institution \_\_\_\_\_

City \_\_\_\_\_ State/Province \_\_\_\_\_ Country \_\_\_\_\_

Beginning Date of Attendance \_\_\_\_\_ End Date of Attendance \_\_\_\_\_  
mm / dd / yyyy mm / dd / yyyy

Major Area of Study \_\_\_\_\_

Degree Earned \_\_\_\_\_ Date Degree Received/Expected \_\_\_\_\_  
mm / dd / yyyy

## Signature

## Date

I understand that I am responsible for submitting complete and accurate information on my application form and in all related application materials. I certify that the information contained in this application form and in all application materials is complete and accurate, and I understand that submission of inaccurate information by me or at my direction may be sufficient cause for terminating my enrollment. I understand that I am required to notify Undergraduate Admissions if any of the information provided on this application for admission changes after submission. Ohio University reserves the right to alter terms of admission, up to and including revocation of the admission offer, if necessary.

Ohio University is committed to promoting and supporting a workplace and educational environment where healthy and respectful conduct is the cultural norm. In support of this commitment, Ohio University prohibits discrimination on the basis of race, color, religion, age, ethnicity, national origin, national ancestry, sex, status as a parent during pregnancy and immediately after the birth of a child, status as a parent of a young child, status as a foster parent, gender, gender identity, gender expression, sexual orientation, military service, veteran status, mental or physical disability, or genetic information in its programs, activities, employment, and admission. Retaliation is also prohibited by University policy. Any future or current member of the campus community who experiences discrimination, harassment, exploitation, or intimidation, including sexual harassment, or other sexual misconduct has a right to contact the Director of Equity and Civil Rights Compliance and Title IX Coordinator in Ohio University's Office of Equity and Civil Rights Compliance to make a report. For more information about Ohio University's policies prohibiting discrimination, including grievance procedures, and all ways to contact the Title IX Coordinator, please visit [ohio.edu/equity-civil-rights](http://ohio.edu/equity-civil-rights) or visit [ohio.edu/uc/sas](http://ohio.edu/uc/sas) for information about the ADA/504 coordinator.

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