Certificate Application

Application Instructions

Spring 2024, Summer 2024, Fall 2024
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
ohio.edu | **ohio.edu/admissions** | **ohio.edu/apply** | **ohio.edu/visit**

Who Should Complete this Application?

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?

- **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/collegecreditplus/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

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

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.

Application Instructions

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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Your Information

Name _____
Last First Middle Suffix (Jr., III, etc.)

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

_____
Last First Middle Suffix (Jr., III, etc.)

Preferred Name (Nickname) _____

Date of Birth ___ / ___ / ___ (mm / dd / yyyy) Legal Sex ☐ Male ☐ Female ☐ X or another 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 a 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 FAFSA results being sent to Ohio University.

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

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

_____
Street Address Apartment# City State/Province

_____
Zip/Postal Code County Country Address Valid Since ___ / ___ / ___ (mm / dd / yyyy)

Mailing Address

_____
Street Address Apartment# City State/Province

_____
Zip/Postal Code County Country

Preferred Phone Number _____ (Area Code) Phone Number Alternate 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/a/x? ☐ Yes ☐ No

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

Your Education

High School High School Type ☐ Public ☐ Private ☐ Homeschool

Name of institution _____

City _____ State/Province _____ CEEB Code _____

Graduation Date ___ / ___ / ___ (mm / dd / yyyy) GED? ☐ Yes ☐ No ___ / ___ / ___ (mm / dd / yyyy) State _____

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 ___ / ___ / ___ (mm / dd / yyyy) End Date of Attendance ___ / ___ / ___ (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 ___ / ___ / ___ (mm / dd / yyyy) End Date of Attendance ___ / ___ / ___ (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 or visit ohio.edu/uc/sas for information about the ADA/504 coordinator. ©2024 Ohio University. All rights reserved. UCM #5894.

OHIO UNIVERSITY

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