

# Information for Prospective Students

## Certificate in Technology for Administration



## Department of Computer and Information Sciences Indiana University South Bend

Students who would like to pursue the *Certificate in Technology for Administration* must meet the follow requirements:

### Admission Requirements:

- " Complete a Graduate application form
- " Produce transcript(s) from an accredited 4 year university showing the completion of a bachelors program.
- " Be accepted by the Department of Computer and Information Sciences

### Certification Requirements:

- " Complete the required course work with a grade of "B" (GPA 3.0) or better.
- " Apply for certification at least one semester prior to completion of the certificate program.
- " Meet any Mathematics or English deficiencies. (The College of Liberal Arts and Sciences requires that students pursuing a stand-alone certificate from the college must remove remedial deficiencies in Mathematics and English before receiving their certificate)



**Certificate in Technology for Administration**  
**Department of Computer and Information Sciences**  
**Indiana University South Bend**  
**1700 Mishawaka Avenue, P.O. Box 7111**  
**South Bend, Indiana 46634-7111**

**Graduate Application Data Sheet**

Last Name	First	Middle	Social Security Number*	Date of Birth (month/day/year)
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If any school records are under a different last name, please indicate	Gender (M/F)	Telephone Number(s)	E-mail Address
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Street Address	City	State	Zip Code	County
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Ethnic Information – Please check one: (**See attached sheet)		What is your citizenship status (Please check one):		
(N) Non-US Citizen	(B) Black	(U) US Citizen		
(I) American Indian or Alaskan	(W) White	(O) Other: Non-US		
(A) Asian or Pacific Islands Native	(C) Hispanic	(P) Immigrant, Permanent Resident		
(X) Other		(Please attach a copy of your green card)		

If you are not a US citizen,	What type of INS visa do you have?
	What is your country of citizenship?

Have you ever applied to an IU campus before?	Yes _____	No _____
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Session you wish to enter IU South Bend:	Year	Fall (Aug)	Spring (Jan)	Summer I (May)	Summer II (July)
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**RESIDENCY INFORMATION (Must be completed)**

What is your state of legal residence?	How long have you lived in that state?
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**ACADEMIC INFORMATION**

I certify that I have been awarded a Bachelor's Degree from the following:

College/University	Location	Degree Earned	Date Earned	Cumulative GPA
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List all colleges and universities attended. Begin with the most current school attended, including IU campuses.

College/University	Location	Dates Attended	Degree Earned
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Signature (Please sign in ink)	Date
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## **SOCIAL SECURITY NUMBER POLICY**

\*In accordance with the Privacy Act of 1974 and Indiana PL 22 of 1977, students and applicants are advised that the requested disclosure of their Social Security Number to designated offices is voluntary. The student has the right to refuse disclosure of this number or request its removal from the record without penalty. A special nine digit student identification number will then be assigned for use throughout the duration of the student's involvement with the University. The Social Security Number, or student identification number, will be used to identify the student's records, such as permanent transcripts, registration, grade reports, transcript requests, certification request certification of school attendance, and for reporting student status. The student's Social Security Number is not disclosed to individuals or agencies outside Indiana University, except in accordance with the Indiana University policy on release of student information.

## **ACCESS TO PROGRAMS POLICY**

\*\*The policy of Indiana University regarding admission and access to programs prohibits discrimination on the basis of race, sex, religion, color, national origin, physical or mental handicap, age or status as a Vietnam-era veteran in any of its educational programs, admissions, or employment policies. The applicant is not required to answer the question about ethnic origin; refusal to answer this question will not affect admission. Any information given by the applicant to this question will be kept confidential.

## **STUDENT RIGHT TO KNOW ACT**

Information concerning the completion of graduation rates of first-time, full-time students who were admitted to Indiana University South Bend in the Fall of 1986 and subsequent years may be obtained from the Office of the Vice Chancellor for Student Affairs.