



Graduate Certificate in Project Management Application Instructions

How to apply

To apply for the FSU Graduate Certificate in Project Management (The Certificate), please follow the processes identified below.

1. Fill out the "Graduate Certificate in Project Management Application Form".
2. Write a Letter of Intent: Please attach to this application a one- to two-page letter of intent explaining why this certificate program is of interest to you and how you will use the skills obtained in your professional or academic career. Answer the following questions:
 - ✓ What are your plans and goals for activities after graduation?
 - ✓ How will the Project Management Certificate aid you in achieving your goals?
3. "Graduate Certificate in Project Management Course Transfer Form": Fill out this form only for courses taken outside the FSU Department of Communication
4. Send all application materials to the following address prior to beginning the Certificate Program:

Project Management Certificate Program
Florida State University
Department of Communication
University Center, Building C, Suite 3100
Tallahassee, FL 32306-2664

How to receive your certificate at the end of the program

Once you complete the requirements for The Certificate, students are required to complete a certificate request form, available in the main office of the College of Communication. The Department of Communication will verify your courses and grades. After verification, the certificate will be created using the name provided on your application for The Certificate and mailed to the address provided in the application.



Graduate Certificate in Project Management Course Transfer Form

STUDENT INFORMATION	
Date of application: /...../.....	Social Security #: -.....-.....
First and last name:	
COURSE INFORMATION	
Name of course that you are applying to replace:	
Reason that you need to replace this course:	
Name of course being transferred ¹ :	
Description of course taken:	
Institution where you took the course:	
Phone number of institution:	
Date that course was taken ² :	
SUBSTITUTION APPROVAL	
Signature of Program Administrator:	Date: /...../.....

- 1) Please attach a formal syllabus from the course you have taken and wish to substitute for a requirement.
- 2) The date must be within the three year limit for a graduate certificate substitution.