



Application for Entry to a Certificate Program at SPPA Current York Students Form

The completed application must be submitted for approval to the School of Public Policy and Administration at 119 McLaughlin College. Use this form only if you are a current York student. For further information you can email the Undergraduate Program Director at: sppaupd@yorku.ca

Please indicate the Certificate Program you wish to enter:

Professional Certificate in Public Policy Analysis Professional Certificate in Public Administration and Law

The Certificate program requirements are listed in the York Calendar as follows:

Professional Certificate in Public Administration and Law

http://calendars.registrar.yorku.ca/2015-2016/faculty_programs/AP/public_admin_law_cert.htm

Professional Certificate in Public Policy Analysis

http://calendars.registrar.yorku.ca/2015-2016/faculty_programs/AP/public_policy_analysis_cert.htm

Note:

1. The certificates are NOT open to students in the Bachelor of Public Administration (BPA) - Honours, specialized Honours, Honours minor or the 90 credit BPA program.
2. Each certificate program requires 24 credits to be completed.
3. Students already enrolled in an undergraduate degree program at York should have completed at least 24 credits with a minimum cumulative GPA of 5.00 prior to entry into a certificate.
4. Prior to graduation with a degree, students must submit a separate application to **graduate with a certificate** to the School of Public Policy and Administration. Certificates will not be conferred until candidates have successfully completed an undergraduate degree program if they are simultaneously enrolled in a degree and a certificate program. At least 12 credits of the disciplinary courses that satisfy certificate requirements must be in addition for those used to satisfy requirements of an undergraduate major being completed concurrently.

Student Information	
First Name	Last Name
Student Number	Home Faculty and Current Program
Telephone number	Email address

Student's Signature	Date
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Authorized Academic Unit	Authorized Signature (Coordinator or Advisor)
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Protection of Privacy: Personal Information in connection with this form is collected under the authority of the *Freedom of Information and Protection of Privacy Act* and *The York University Act, 1965* for educational, administrative and statistical purposes. The information will be used to process your enrolment and registration in academic programs; to record and track your academic progress; and for related record-keeping purposes. If you have any questions about the collection of this information by York University, please contact: Information and Privacy Coordinator, York University, N926 Ross, 4700 Keele Street, Toronto, ON M3J 1P3.

Office Use Only Applicant GPA _____ Number of Credits Completed _____
Input Date _____ Initial _____