ONLINE CERTIFICATE APPLICATION

Formal Application Process for 2018 Ohio Superintendent License Certificate

The admission process to any non-degree program is handled completely online. Your application will be processed by the Division of Graduate Studies, our centralized graduate admission office:

- **Cartwright Hall**
  - 650 Hilltop Drive
  - Kent State University
  - Kent, OH 44242

  **Phone:** 330-672-2661
  **Toll Free:** 855-277-6952
  **Fax:** 330-672-6262
  **Email:** gradapps@kent.edu

Application Tips:

1. **Gather/Prepare Application Requirements:** gather documents and prepare application requirements PRIOR to starting the online application. You will be instructed to upload your documents (ie. transcripts) in the application. The certificate also requires a goal statement and 2 letters of recommendations. Please secure the names of your references before submitting the application.

2. **Checklist:** The application portal checklist page (available after your “submit” your application) will identify any outstanding requirements needed to complete your application. Your application will not be forwarded to the College of EHHS for review until all outstanding requirements have been satisfied. For your convenience, you will also be able to upload documents through your application portal checklist page.

3. **Transcripts:** KSU requires applicants to submit a copy of official transcripts from each college or university in which 8 or more semester credit hours were attempted. This includes both graduate and undergraduate coursework. You may upload a copy of your official transcript in the application or you may forward your official transcript in a sealed envelope to Kent State University. Applicants offered admission will be required to submit all official transcripts issued directly from the originating university. The Division of Graduate Studies will secure any graduate transcripts from Kent State University.

4. **Application Fee:** There is a $15 nonrefundable application fee. You will be prompted to submit payment via the online application.

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**Your application should be completed at least 4 weeks prior to the start of the program to allow Graduate Studies adequate time to process your application and required documents. Your application file will NOT be forwarded to the College of EHHS for review until all outstanding application requirements have been completed and processed.**

Please contact Graduate Studies directly for questions and issues regarding your pending application.

Steps to Completing the Online Non-Degree Application:

1. Open the online non-degree application (click on this link): [https://www.applyweb.com/kentgrad/index.ftl](https://www.applyweb.com/kentgrad/index.ftl)
   - Select: “Online Application”

2. Create a new account by clicking the “Create Account” tab on the top of the page. A verification email will be sent to your email. Follow the directions in the email to verify your account.

3. After verification, log into the system. Click on “Online Application.”

4. Begin Application Section:
   - Click on Domestic
   - Under “type of program are you applying” drop down box, select “Certificate.” Click that you acknowledge information about the “Guide to Graduate Education was provided to me at the time of application.”
5. You will then complete the following sections “Applicant Information”, “Address and Phone”, “Personal Information”.

6. Under the “Academic History Disclosure and Transcript Policies” section, click that you acknowledge the policies.

7. You will then complete the “Education” section of the application. This section of the application is where you can upload copies of OFFICIAL transcripts at the time of application. Please be aware that if formally admitted to the program, you will then be required to submit official transcripts by the 2nd week of a student’s first semester of attendance or a registration hold will be placed on the account. You must submit all transcripts (undergraduate and graduate) for which at least 8 semester hours or more were attempted. KSU transcripts can be accessed internally.

8. Under the "Intended Major" section (this is where you declare your program/major):
   - Click on College of Education and Human Services
   - Select the second option: “Cert- Ohio Superintendent Licensure (post-master’s)- 100% online option”
   - Select “Summer 2018” as the Term
   - Click on Select Program next to the Term option

9. Under the “Additional Requirements”/ “Supplemental Questions” section:
   - Click “No” for “Will you be applying for a Graduate Assistantship”
   - If you are currently pursuing a graduate degree at Kent State University, select “Yes”
   - Click Next Page

10. Under the “Test Scores” section- click next page as there are no test score requirements.

11. Under the “Experience” section- click next page as there are no experience requirements.

12. Under the “Additional Documents” section- Upload a goal statement indicating why you want to pursue the Superintendent license including what you hope to gain in the program and your career goals upon completion. The narrative should be approximately 1-2 pages, double-spaced.

13. Under the “References” section- enter the information of two references

14. Lastly, you will electronically sign, pay your application fee, and submit your application. All information will come to your email.