

APPLICATION FOR GRADUATE CERTIFICATE IN WOMEN'S & GENDER STUDIES

UNIVERSITY OF OKLAHOMA

All students wishing to pursue the Graduate Certificate in Women's and Gender Studies must submit 1) a completed application form, 2) a signed letter of application (approx.. 500 words) outlining their background and qualifications, explaining how the graduate certificate will enhance their program of study and/or how it will contribute to professional goals, and 3) recommendation(s) using the attached recommendation form. For students who are already or will be simultaneously enrolled in an OU graduate program, their major professor or department head should provide a brief letter approving application to the WGS graduate certificate program. Students who are not currently matriculated at the University of Oklahoma must apply and be admitted to the Women's and Gender Studies Graduate Certificate Program (G110) through the university's Graduate College and provide two letters of recommendation with the attached recommendation forms. These letters should speak to the prospective student's academic achievements and potential. Students already admitted into an OU graduate program need to provide only one recommendation form and letter from their major professor outlining how the certificate will fit with the student's program of study and professional goals.

A. Requirements for admission to the Graduate College:

1. Submit the application for admission at
<https://www.ou.edu/gradcollege/admissions>
Select "Women's and Gender Studies, Grad. Cert – Degree Code G110"
2. At the time of application unofficial transcripts are accepted. If recommended for admission, official transcripts will be required.

Arrange for transcripts to be sent to:

Office of Graduate Admissions
731 Elm Avenue, Room 318
University of Oklahoma
Norman, OK 73019-2033

3. Payment of \$50 application fee for Domestic applicants, \$100 for International applicants.

B. Requirements for admission to the Women's and Gender Studies Graduate Certificate Program

1. Submission of the completed application form for Graduate Certificate in Women's and Gender Studies
2. Submission of 500-word letter explaining how the WGS Graduate Certificate will enhance your professional goals and intellectual interests.
3. Submission of one letter of recommendation from your major professor. (Two letters are required of applicants not currently enrolled at OU.)

Department of Women's and Gender Studies
Graduate Committee
University of Oklahoma
Robertson Hall 101
Norman, OK 73019

APPLICATION CHECK LIST

A. APPLICATION TO GRADUATE COLLEGE

Application for admission submitted to Graduate College. <https://www.applyweb.com/ougrad/index.ftl>

Transcripts for applicant's most recent degree program (bachelors or higher) submitted. Request that supplementary transcripts be sent once final grades are recorded. OU degree recipients do not need to submit transcript.

Payment of \$50.00 application fee.

Above materials sent to:

Office of Graduate Admissions
731 Elm Avenue, Room 318
University of Oklahoma
Norman, OK 73019-2033

B. APPLICATION TO WGS GRADUATE CERTIFICATE PROGRAM

Application to Women's and Gender Studies Graduate Certificate Program submitted.

Letter of interest submitted.

Letter(s) of recommendation submitted.

All materials submitted at least two months before desired date of first enrollment to:

University of Oklahoma
Department of Women's & Gender Studies
Graduate Committee
731 Elm Ave, Robertson Hall 101
Norman, OK 73019

or email to wgs@ou.edu

For questions regarding this form please contact Susy Jorgenson sjorgenson@ou.edu or 325-3481

WGS Graduate Certificate Program Application Form

Name (Last, First, Middle, Previous)

OU ID number (current students)

Date of Birth

Student Mailing Address

Permanent Address (if different from mailing address)

E-Mail Address

Phone Number (with area code)

Current Graduate Program (if applicable)

Major Professor

Graduate Advisor (if applicable)

Proposed WGS Graduate Certificate Advisor

List all degree-granting institutions you have attended below, including major/concentration and date and type of degree granted:

RECOMMENDATION FORM

Applicant's Name:

To the Applicant: Please sign the statement below before giving this form to recommender.

Under the Family Educational Rights and Privacy Act of 1974, I have the right to inspect my file, including forms and letters of recommendation. The Act also provides for a waiver of that right, whereby this recommendation will remain CONFIDENTIAL. Accordingly, I do _____ do not _____ waive my right to review the following recommendation.

Date:

Signature:

To the Recommender:

The person whose name appears above has applied for admission to Graduate Certificate Program in Women's and Gender Studies at the University of Oklahoma. The admissions committee would appreciate your assistance by answering the following questions and returning this form and your letter to the address listed below as soon as possible.

Date:

Signature:

How long and in what capacity have you known the applicant?

Please rate the applicant on the following categories.

(1) Excellent (2) Above Average (3) Average (4) Below Average (5) Poor (6) No Opportunity to Observe

Oral communication	
Written communication	
Motivation	
Ability to work effectively with others	
Imagination	
Sense of responsibility	
Overall evaluation as a candidate for graduate study	
Ability to complete graduate level work	

IN ADDITION: Please attach a letter with additional remarks about why this student would benefit from, and be a good candidate for, the Graduate Certificate Program in Women's and Gender Studies.

Recommender Information

Date:

Official Position:

Institution:

Printed Name:

City and State:

Signature:

Please mail the completed recommendation to the address below. **Letters may also be emailed to wgs@ou.edu.**

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