



## GRADUATE CERTIFICATE Public Management

The following should be submitted to the appropriate UWG office at least 20 days prior to the beginning of the semester you plan to enroll\*:

### University Requirements:

1. Complete an [application](#) for graduate admission;
2. Non-refundable \$40.00 application fee;
3. One official transcript from each college or university attended;
4. [Certificate of Immunization](#) must be sent directly to the Office of Student Health Services (Only applicable to new students);

### Department Requirements:

5. 2.5 cumulative undergraduate GPA on a 4.0 scale
6. Two letters of recommendation

Please send **ALL materials** (except Certificate of Immunization) to:  
**Office of Graduate and International Admissions**  
**University of West Georgia**  
**Aycock Hall, Room 127**  
**Carrollton, GA 30118**

Check your Application Status online by clicking [here](#).

**Important Contact Information:**

Department of Political Science	<a href="http://www.westga.edu/polisci/">www.westga.edu/polisci/</a>	678-839-6504
College of Social Sciences	<a href="http://www.westga.edu/coss/">http://www.westga.edu/coss/</a>	678-839-5170/678-839-5171 (FAX)
Admissions Office	<a href="http://www.westga.edu/admiss/">www.westga.edu/admiss/</a>	678-839-5600
Financial Aid	<a href="http://www.westga.edu/finaid/">www.westga.edu/finaid/</a>	678-839-6421
Registrar	<a href="http://www.westga.edu/registrar/">www.westga.edu/registrar/</a>	678-839-6438

**IMPORTANT:** A test score is not required for the certificate program. Twelve (12) graduate semester hours are required to complete the Graduate Certificate Program in Public Management. Should a student decide later to apply to the Masters in Public Administration program after successfully completing the certificate program, nine (9) graduate semester hours may be applied toward the MPA degree within six (6) years of completion and award of the certificate. However, students must apply and be accepted to the MPA program. Applicants admitted to the Graduate Certificate in Public Management program must complete their studies within four (4) years from the date of admission and receive no less than a 3.0 GPA.

Students deciding to apply for admission to the Masters in Public Administration program after completing the graduate certificate program must take the Graduate Record Examination (GRE) and meet all other admission requirements for the MPA degree (please see <http://www.westga.edu/~gradsch/forms/printable/POLISCI.pdf> for more information). For more information, please contact MPA Director at 678-839-6504.

(Revised 01/14/16)