

**Graduate Certificate in Museum Studies
Application and Certificate Completion Checklist**

Student name _____

Home Department _____

Application Materials

1. copies of transcripts from student's graduate application materials (transferred from home department)
2. copies of letters of recommendations from students graduate application materials (transferred from home department)
3. a statement of support from their academic advisor (if from a non-sponsoring home department)
4. a one-page statement of purpose including relevant experience and interest in completing the Museum Studies Certificate (from the student)
5. a Declaration of Graduate Certificate (signed by both the students and the certificate coordinator)

Acceptance Materials

1. Letter of Acceptance and enclosed Progress Toward Completion of Certificate form (sent to student by office)

Completion Materials

1. Completed and signed Progress Toward Completion of Certificate form (sent to student by office)
2. Student applies for graduation through the graduate School online form (**Due** by Friday of Week 2, graduating term)
3. Office communicates to the Graduate School that student has completed all requirements to the certificate (**Due** by Friday of Week 7, graduating term)