



A Different Approach

UNION INSTITUTE
& UNIVERSITY

Application

Certificate of Advanced Graduate Studies

The Certificate of Advanced Graduate Studies has enrollment periods that begin on the first day of January, April, July and October. All application materials must be received at least six weeks prior to the enrollment date.

Please complete this application and send it to the admissions office along with a \$50.00 non-refundable application fee (payable to Union Institute & University).

Personal Data

Name: _____
First Middle Last

Other name (s) under which previous transcripts may be listed

Address: _____
Street

City State Zip

_____-_____-_____
Social Security Number

Phone (H) _____

Phone (W) _____

E-mail address: _____

Birth Information: _____
Month Day Year City/Town State/Country

Citizenship: ____ U.S.A. ____ *Other ____ U.S. Permanent Resident Visa (Green Card)

*Other country of citizenship: _____ Native Language: _____

If you are not a U.S. citizen or permanent resident you may need additional instructions regarding transcript evaluation and immigration regulations for residencies. Please contact your admissions counselor for special instructions.

Present Occupation/Title: _____

Employer: _____
Name

Street City State Zip

Post-Secondary Education

Please list ALL colleges and universities you have attended. One official transcript from every accredited college/university attended must be submitted directly to the graduate admissions office.

Institution Degree/Field Date(s)

Undergraduate:

Graduate:

Letters of Recommendation

Please list three persons from whom we should expect letters of recommendation. At least one recommendation must be from someone who can evaluate your ability to be effective in your chosen field.

1) _____ Title: _____

2) _____ Title: _____

3) _____ Title: _____

Guidelines for Recommenders

The applicant should request that those preparing the recommendation letters address as many of the following points as possible:

- 1) Relationship to the applicant (Should not be relatives or close personal friends).
- 2) How long and in what capacity the recommender has known the applicant.
- 3) The applicants' ability to work independently.
- 4) The applicants' preparedness and ability to be a successful graduate learner.
- 5) The applicants' oral and written communication skills.
- 6) The applicants' social skills and ability to be a productive member of a learning community.
- 7) The applicants' ability for sufficient self-awareness in order to engage in the therapeutic process.
- 8) Awareness of the applicants' clinical abilities or potential.

Send your letters to:

Union Institute & University
Graduate Admissions
3 University Way, Suite 3
Brattleboro, VT 05301

Concentration

___ Professional Counseling

___ Counselor Education and Supervision

___ Psychology Education

___ Human Development and Wellness

Residency Option

Please indicate your choice of residency schedule.

___ National Option (Two five-day residencies offered in February and June)

___ Weekend Option (Five three-day weekend residencies annually)

If you are accepted, when would you like to start the program?

January 1, 20__

April 1, 20__

July 1, 20__

October 1, 20__

Essay

The Certificate of Advanced Graduate Studies makes significant use of the writing process as a way of communicating ideas, creating new perspectives, pondering questions, and sharing all of this with the faculty, students, and other scholars in the field. In composing your essay, use it as an opportunity to demonstrate your ability to employ writing toward these ends.

Please write a comprehensive essay addressing items 1-5 below:

- 1) Define your reason for pursuing a CAGS. A clear rationale should be provided which delineates personal and professional goals for further study.
- 2) Discuss your professional, personal, and educational history, specifying how these elements relate to your choice of future educational, career and personal objectives.
- 3) Discuss why you have chosen to study with us.
- 4) Describe two or three issues or questions in the field of psychology or counseling that you would like to explore through your studies.
- 5) Discuss resources available to you, including library resources, journals and internet access.

Certification

My signature indicates that the information provided above is accurate to the best of my knowledge and certifies that I have read all application and registration policies applying to my admission and enrollment and that I had the opportunity to ask for further information. Further, I acknowledge that my application materials become the property of the university and acknowledge that the Application Fee, if any, is not refundable.

Signature: _____ Date: _____

Non-Discrimination Policy

Union Institute & University does not discriminate in its admissions, employment, or policy procedures on the basis of age, race, color, sex, sexual orientation, religion, national origin, political party affiliation, or physical impairment. The Union Institute's policies and practices conform with Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments Act of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1975, the Equal Pay Act of 1963, and the Americans with Disabilities Act of 1990, as amended.