

# Application Checklist: Graduate Certificates

We are thrilled that you are interested in a Graduate Certificate program at D'Amore-McKim. These certificates are designed to provide the global business professional with immediate knowledge and skills to accelerate their careers. To make the application easier for you, we have created this step-by-step application checklist guiding you through the process and providing you with our helpful tips. We want your application looking its best before submission.

If you experience difficulty at any time with the online application or uploading your application materials, email us at [gradcertificates@northeastern.edu](mailto:gradcertificates@northeastern.edu).

## Application Materials

- ◆ Online application
- ◆ One professional letter of recommendation
- ◆ Résumé
- ◆ Transcripts from all colleges or universities attended (scanned copies are acceptable)
- ◆ TOEFL or IELTS scores, if applicable (or English proficiency demonstrated in interview)

1. Begin your [online application here](#). Once you have created your account, you will receive a PIN, username, and password.

**Tip:** Write down your PIN, username, and password so you can save your information and go back to your online application at any time before submitting.

*Please remember, once you submit the application you will no longer be able to edit your information.*

2. Upload your academic transcripts from each college or university you have attended.

**Tip:** Your undergraduate degree has to be listed first, followed by any other academic work. You may upload scanned copies of your transcripts with your online application, but official copies of your transcripts are required after you are offered admission.

3. Upload your current résumé and personal statement to your online application.

**Tip:** If you aren't sure how to get started on your personal statement, download our personal statement essay guide [here](#).

4. One (1) professional letter of recommendation must be submitted on your behalf by someone who can speak to your work experience and potential contributions in a classroom environment. Enter your recommender's contact information on the online application, and the letter can be submitted either through the online portal or can be emailed to [gradcertificates@northeastern.edu](mailto:gradcertificates@northeastern.edu).

**Tip:** Be sure to provide the person writing your letter enough time to complete it. The letter should reflect your professional skills and achievements and your letter provider may want time to review your resume

5. Submit your TOEFL/IELTS scores, if available, with your online application. If you do not have scores to report, an admissions interview will be required. The admissions team reserves the right to request an English proficiency score. To set up an admission interview, [make an appointment here](#).

6. Submit your completed online application, including all supplements and your non-refundable \$50 USD application fee.

**Tip:** You can pay by credit card or by check drawn from a U.S. bank or money order (\$ USD) made payable to Northeastern University. Unfortunately, foreign checks or money orders cannot be accepted.

**You will receive an email confirmation once your application has been officially submitted. We are eager to hear from you and review your application.**

School of Business

**D'Amore-McKim**  
Northeastern University