

## How to Apply for SLAT Certificate through MyAdmissions

Once the SLAT Coordinator has received and approved your application, you may apply for the certificate with The Office of Admissions. In order to do this, follow the steps below.

1. Go to <https://admissions.ufl.edu/apply/more> (“More Degree Options - UF Admissions” if you need to Google it).
2. Scroll down to, “For currently enrolled UF students, apply here.” and click “apply here.”

The screenshot shows the UF Admissions website at <https://admissions.ufl.edu/apply/more>. The page title is "Certificate Programs". The main content area contains the following text:

UF offers many certificate programs that enable students to learn advanced skills in a specialized course of study. Certificate programs have fewer courses and requirements than a degree program. Applicants may learn more about certificate admission requirements on the departmental website.

In the certificate application process, the Office of Admissions must complete the following review before your application is referred to your department:

- Determination of satisfactory conduct record
- Application fee payment of \$30 plus a \$7 processing fee
- Validation of transcripts and degrees
- Verification of residency classification

The Office of Admissions cannot forward an application to a certificate program to the department until all materials and transcript(s) have been received.

**For currently enrolled UF students, apply here.** You will need your GatorLink username and password to apply.

For new students, apply here.

3. This will open the certificate application form for currently enrolled students.

The screenshot shows the "Certificate Application (Currently Enrolled)" form. The form is divided into three main sections:

- Personal Information**: Includes fields for First Name, Middle Name, Last Name, Birthdate (with dropdown menus for month, day, and year), UFID Number (No Hyphen), and UFL Email Address.
- Current Degree Program Information**: Includes a dropdown menu for Degree Level.
- Certificate Program**: Includes dropdown menus for Intended Term, Certificate Level, College, Major, and Concentration.

A "Submit" button is located at the bottom of the form.

4. Enter your personal information into the first half of the application form.
5. Enter your current degree program information under “Current Degree Program Information”
6. Under “Certificate Program”, complete the following steps.
  - a. Click the drop down menu “Intended Term” and choose the term in which you plan to graduate.
  - b. Click the drop down menu “Certificate Level” and choose “Graduate”.
  - c. Click the drop down menu “College” and choose “Liberal Arts and Sciences (UNLAS)”
  - d. Click the drop down menu “Major” and choose “Liberal Arts & Sci Grad Cert (LAS\_GCT)”.
  - e. Click the drop down menu “Concentration” and choose “Secnd Lang Acquisition and Teaching (LAS\_GCT16)”.
7. Click the “Submit” button.