

# Application Checklist

## Graduate Certificate

### Biotechnology Quality and Regulatory Compliance

Thank you for your interest in graduate studies at Purdue University! The following checklist will assist you in completing your Graduate School application and preparing your documents supporting your application.

- Create an **application account** to start your Graduate School application by clicking [here](#).
- Login** to the Graduate School application using your account credentials.
- Complete the following sections of the application based upon your enrollment objective:
  - Graduate Certificate (CERT) -**
    - Applicant Information - Personal Background, Emergency Contact, Residency
    - Campus and Program
      - > **Campus:** Select “Purdue West Lafayette (PWL)”
      - > **Proposed Graduate Major:** Select “Agricultural and Biological Engineering”
      - > **Area of Interest:** Select “Biotechnology Innovation and Regulatory Science”
      - > **Degree Objective:** Select “Biotechnology Quality and Regulatory Compliance Graduate Certificate”
      - > **Course Delivery Method:** Select “Distance”
    - Education Background
    - Additional Information (not required)
    - Employment
    - Statement of Purpose (**not required**)
    - Fellowship Applicant Essay Upload (**not required**)
    - Diversity Essay Upload (**not required**)
    - Resume Upload
    - **Recommendations** (**not required if GPA is a 3.0/4.0 or higher**. If GPA is lower than 3.0, two letters are required, see section below)
    - Acknowledgments
- Pay the nonrefundable **application fee** by credit card. The Graduate School degree application fee is \$60 (U.S. dollars) for domestic applicants and \$75 (U.S. dollars) for international applicants.
- Two letters of recommendation** are only required if your GPA is below a 3.0. If your GPA is 3.0 or higher, please enter the following contact details for all recommenders:
  - Mary Speer, Program Manager (765-494-9001, [mspeer@purdue.edu](mailto:mspeer@purdue.edu))
- Statement of Purpose Essay** is not required for the Graduate Certificate in Biotechnology Quality and Regulatory Compliance. If, at any time during or after you want to pursue the full MS degree, you would be required to write the Statement of Purpose Essay.
- Your **resume** should provide the admissions committee with more information than what’s included in the application and focuses on what they need to know to better evaluate your candidacy. The resume is different than the job search resume. Job search resumes are designed to get you an interview; graduate school resumes are designed to enhance your application and provide yet another opportunity to sell yourself.

- The resume is not limited to one-page in length (two pages is fine, though contact info must be on both pages)
- Separates your work and non-work experiences into different sections
- Include all your experiences – not just the ones targeting a specific job
- Some of the most commonly included categories in a graduate school resume are:
  - Objective
  - Education
  - Academic Experience/Highlights
  - Employment
  - Volunteer, Community, and/or Extra-Curricular Involvement
  - Certifications/Professional Development

**Submit an official transcript** for *every* college or university attended. In addition to the transcript(s) you will upload to the application, you must also submit either a hard-copy to the address listed below or an e-transcript (sent by the University’s Registrar e-parchment services) to [gradadm@purdue.edu](mailto:gradadm@purdue.edu).

Transcripts not written in English must be submitted with a certified English translation. Uploaded documents must be from the official version of the academic record/transcript. Social Security numbers must be marked out before any document is uploaded.

If degree/date awarded not listed on transcript, a copy of the original diploma must be made and verified by one of the following: the institution that issued the diploma, the employer, an official such as a lawyer (notarized), or an upper level financial institution employee (notarized). The verifier must write “This is a true original copy of the diploma for (student’s full name)” on the copy, and include their name, title, phone, and email address on the copy. The copy cannot be faxed or sent over email, it must be mailed to the graduate program.

International degree-seeking applicants whose native language is not English are required to submit proof of English proficiency. The Graduate School accepts the Test of English as a Foreign Language (TOEFL) or International English Language Testing System (IELTS) Academic scores for admission. Some graduate programs may have higher score requirements than the Graduate School’s **minimum score requirements**. The Graduate School will routinely waive the English proficiency requirement for applicants who have received a degree within the last 2 years from a school where English is the primary language of instruction in one of the recognized **English speaking countries**. Note: If you have not done so already, request that ETS send your scores electronically to the Purdue University West Lafayette campus using code 1631.

You may check the status of your submitted application by logging into your **online application**. We will keep you updated as your items arrive. If you have additional questions regarding your application status, please contact Nikki Zimmerman at 765-494-1166, [nzimmerm@purdue.edu](mailto:nzimmerm@purdue.edu)

**Mail Admission Materials to:**

**ATTN:** Nikki Zimmerman  
 Graduate Program Administrator  
 Ag and Biological Engineering  
 Purdue University  
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 ABE, room 1041  
 West Lafayette, IN 47906