

# BUSINESS MANAGEMENT FOUNDATIONS GRADUATE CREDIT CERTIFICATE PROGRAM

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## Admission Requirements

Applicants apply for admission to the program via the Graduate School application for admission (<https://gradschool.psu.edu/graduate-admissions/how-to-apply/>). Requirements listed here are in addition to Graduate Council policies listed under GCAC-300 Admissions Policies (<https://gradschool.psu.edu/graduate-education-policies/>). International applicants may be required to satisfy an English proficiency requirement; see GCAC-305 Admission Requirements for International Students (<https://gradschool.psu.edu/graduate-education-policies/gcac/gcac-300/gcac-305-admission-requirements-international-students/>) for more information.

Exceptions to GCAC-305 (<https://gradschool.psu.edu/graduate-education-policies/gcac/gcac-300/gcac-305-admission-requirements-international-students/>) will be considered by the program. Exceptions may or may not be granted by the Graduate School.

Other admissions requirements include:

- Official Transcripts – Submit official transcripts from all post-secondary institutions attended (<http://www.gradschool.psu.edu/prospective-students/how-to-apply/new-applicants/requirements-for-graduate-admission/>), regardless of the number of credits or semesters completed. Transcripts not in English must be accompanied by a certified translation.
- Application – Completion of the Graduate School certificate application (<http://gradschool.psu.edu/prospective-students/how-to-apply/>).
- Statement of Purpose – Applicants must describe how professional experience and goals align with the Certificate in Business Management Foundations, not to exceed 500 words.
- Vita or Résumé – Provide a one- to two-page listing of professional experience and education.

GRE/GMAT scores are NOT required.