CCAPS Graduate Application Checklist

Application Deadlines

Addictions Counseling, Integrated Behavioral Health
Fall: March 1 | Spring: October 1

Applied Sciences Leadership, Leadership for Science Professionals, Regulatory Affairs for Food Professionals
Fall: June 1 | Spring: November 15

Arts and Cultural Leadership
Fall: June 1 | Spring: October 1

Biological Sciences, Horticulture, Human Sexuality, Sex Therapy
Fall: March 15 | Spring: October 15

Civic Engagement
Fall: June 1 | Spring: November 1

Sexual Health
Fall: March 15 | Spring: October 15

Application Timeline

1. At least 2-3 months before deadline – Start compiling your application materials
2. 2 months before deadline – Request unofficial transcripts from schools previously attended
3. 1-2 months before deadline – Start to draft your professional statement
4. 4-6 weeks before deadline – Ask individuals for recommendation letters, if required
5. 4 weeks before deadline – Select and proofread supplemental materials, if required
6. 4 weeks before deadline – Update your resume or CV
7. 1 week before deadline – Review your entire application as if you were on the admission committee; print out the checklist to make sure you have all your materials
8. Any day before the deadline – Submit your application!

Application Materials

▪ Professional Statement
▪ Exceptional Circumstance Statement (if GPA is below the required GPA for your program)
▪ Two Letters of Recommendation (optional for graduate certificates)
▪ Transcripts (Unofficial) for each institution attended
▪ Supplemental Materials, if applicable (portfolio, writing samples, etc.)
▪ Resume or CV
▪ Scores from the TOEFL, MELAB, or IELTS English Proficiency Exams, if applicable
▪ Application Fee (due at time of submission)

Congratulations! You’ve taken the next step towards a graduate education at the University of Minnesota. You can visit the Graduate Admissions website to check your application status.