

## INSTRUCTION SHEET

ADMINISTRATIVE CERTIFICATION PROGRAM  
DEPARTMENT OF EDUCATIONAL ADMINISTRATION AND HIGHER EDUCATION  
SOUTHERN ILLINOIS UNIVERSITY CARBONDALE

Please read and follow the instructions carefully.

1. Complete the on-line *Application for Admission to Graduate Study*. The Graduate School webpage is (<http://www.gradapp.siu.edu/>). Please mark the correct degree program, (example: Educational Administration (Must have MSED) - (CERT). **All** applications are charged an application processing fee payment of (\$50.00 U.S.). This fee is paid during the on-line application process to the Graduate School. **This money is not refundable.**
3. Complete the *Application for Certification Program*. Please give complete names and addresses. **Do not forget to sign the form.**
4. Forward **official** undergraduate and graduate transcripts to this department. We cannot accept **unofficial** transcripts nor can we process application materials until all such transcripts are received.
5. Provide a copy of the Illinois Basic Skills Test; if, you have not taken the Illinois Basic Skills Test, you will need to sit for a writing exercise.
6. Please visit our website at [www.coehs.siu.edu/eahe](http://www.coehs.siu.edu/eahe).

Please return the enclosed materials to:

Debbie Mibb, Administrative Clerk  
Department of Educational Administration and Higher Education  
Pulliam Hall - Room 131, Mail Code 4606  
475 Clocktower Drive  
Southern Illinois University-Carbondale  
Carbondale, IL 62901  
(618) 536-4434