

**SCHOOL OF SOCIAL WORK
GRADUATE CERTIFICATE IN TRAUMA AND BEREAVEMENT (CTB)
APPLICATION PROCEDURES**

All applicants must submit an application to the Certificate Program to the School of Social Work **and** apply to the Graduate College. Applications are accepted for Spring admission (November 1st deadline) and Summer admission (April 1st deadline).

The following items must be submitted directly to the ASU Graduate College

- On line certificate application. Apply electronically at www.asu.edu/graduate
- Graduate College Application Fee
- An official transcript from the institution that granted your bachelors degree. **Note:** If you received your baccalaureate degree from ASU you do not need to submit an official transcript

The following items are submitted directly to the School of Social Work, Office of Academic Services:

- School of Social Work application to the Graduate Certificate in Trauma and Bereavement. The application is available at the following website: <http://ssw.asu.edu/portal/academic/certificates/trauma-and-bereavement>
- Resume
- Three references on the forms provided by the School of Social Work. These forms must be completed by the references, placed in a letter size envelope, sealed and signed by the persons writing the reference letters. All reference letters are to be returned to you, the applicant, and included in the completed application packet. Reference forms are available at the following website: <http://ssw.asu.edu/portal/academic/certificates>
- A two – four page, double spaced personal statement (guidelines are listed on the application)
- Unofficial transcripts from all institutions granting you an undergraduate or graduate degree

Mail your completed certificate application packet to:

Academic Services
School of Social Work
Arizona State University
411 N. Central Avenue, Suite 800
Phoenix, AZ 85004-0689

You will be notified via-email that your certificate packet has been received

If you have any questions, please contact ASU, School of Social Work, Office of Academic Services at (602) 496--0800