

Teaching in the Virtual Classroom Certificate

Fielding Graduate University's application is self-managed. You are expected to submit all required application documents to Fielding's Admission Office via mail or online at www.fielding.edu/admission. **Application materials should be sent unbound.** The Admission Office is committed to working with applicants and providing guidance throughout the admission process.

Application Form

Complete and sign the Application for Admission, indicating your intended start term and program. You are encouraged to apply online at www.fielding.edu/admission.

Application Fee

Submit a check or money order payable to Fielding Graduate University for \$25 (U.S. dollars) with your application materials. If you apply online, you may pay with a credit card or electronic check. Please note this fee is nonrefundable.

Official Transcripts

Fielding does not require official, sealed transcripts for admittance to academic certificate programs, but we must verify that an applicant earned a bachelor's degree or higher from a regionally accredited

college or university (or its equivalent). Visit www.degreeverify.com to review the list of schools participating in our degree verification service, or contact us. If one of your degrees was granted by a participating school, please sign and mail (or fax to 805.687.9793) the Authorization to Verify Application Materials to Fielding. If one of your degrees was not granted by a participating school, and the school does not verify degrees by phone or FAX, you must obtain an official transcript in a sealed, unopened envelope and submit it to Fielding for review. Transcripts may be included with your application or sent directly to Fielding.

International Transcript Evaluation

Degrees or academic records from schools outside of the U.S. must undergo an independent evaluation by one of the following companies: American Association of Collegiate Registrars and Admissions Officers (AACRAO) at www.aacrao.org; International Education Research Foundation (IERF) at www.ierf.org; or World Education Services (WES) at www.wes.org. Please submit a detailed evaluation for both undergraduate and graduate coursework. Also include a translated copy of your transcript. Please visit www.fielding.edu/admission for additional information on international transcript evaluation.

Application Check List

For your convenience and reference, the items needed to complete your application are listed below. **All application materials should be sent unbound.**

- Application form
- Application fee
- Authorization to Verify Application Materials form (if applicable)
- Official transcripts in sealed, unopened envelopes (if applicable)
- International transcript evaluation (if applicable)

Contacting

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Fax 805.687.9793

E-mail admission@fielding.edu

**All application materials
become the property of
Fielding Graduate University.**