

Graduate Certificate in Health Equity Science Instructions for Submitting Your Application

Note: It is allowable to complete some or all of the certificate requirements before submitting your certificate program application.

First go to the ApplyYourself website:

https://app.applyyourself.com/AYApplicantLogin/fl_ApplicantLogin.asp?id=auburn-g

Then you **MUST** create a **NEW** account if you are an existing student or have ever been an existing student at Auburn. This process requires a fresh, new application.

Click on “Start Application” and proceed.

Please note you will have to fill out some information and upload some documents including your CV/Resume, your unofficial AU transcript (which you will need to access online separately and save as a PDF), and your personal statement/letter of intent for the certificate (which is a one-page double spaced statement describing why you would like to complete the certificate). Letters of recommendation are **NOT** required for this certificate.

When you get to the screen shown below where you will use the drop-down arrow to select: “Certificate/Graduate-Health Equity Science”.

The screenshot displays the Auburn University Graduate School application portal. At the top, the Auburn University logo and name are visible on the left, and navigation links for DASHBOARD, MESSAGES, PROFILE, TECHNICAL SUPPORT, and LOG OUT are on the right. The page title is "Graduate School".

The main content area shows a sidebar on the left with a menu for "Application for Admission". The "Admissions Information" section is highlighted in orange. The main content area displays a message: "Your answers were saved successfully to the database." Below this, there are "SAVE" and "SAVE & CONTINUE" buttons. The "Admissions Information" section is titled "Admissions Information" and includes a note: "Questions marked with an asterisk (*) are required and must be answered." The form fields are:

- Application Type:** * Domestic (dropdown menu)
- Planned Course of Study:** * Certificate/ Graduate-Health Equity Science (dropdown menu)
- Admission Term:** * Fall 2022 (dropdown menu)

At the bottom of the form, there are "SAVE", "SAVE & CONTINUE", and "RESET" buttons, and a "Submit Application" button.

Then you will need to email: Justin Gilbert (gilbeju@auburn.edu OR gradadm@auburn.edu) the Admissions Advisor for the Graduate School and ask him for a waiver (but this is ONLY if you are a current Auburn Student).

- NOTE: You will NOT be supplied a “wavier code” that one page of the application asks for. Justin does not provide a code, but rather waives the fee page later on. So please continue working on the application and do not wait for a code. Get all the way to the “payment processing” page and then save your application where you are and wait for the email from Justin confirming that he has officially waived the fee before logging back into your portal to successfully complete submitting your application.
- DO NOT pay if you qualify for a waiver. Email and then wait to submit the application until someone gets back to you. (You might want to email these folks in advance so they know you are applying and that they should be looking to wave your application fee.)

Then, once Justin or another kind person emails you, close out of your entire browser and log back into your portal so that you can “submit application”. The below page is what you should see as the final submission of the application since you skip the payment portion because it was successful waived. See the italicized note below on the screenshot.

Final Step: Signature Page

Please note: You have paid your Application fee by credit card.

This is the final step in the application submission process. No changes to your application through the online system are allowed once you enter your digital signature and click the “Submit My Application” button below.

I certify that the information provided on this application and supplemental documents is true and correct to the best of my knowledge. I understand that withholding information requested on this application, including attendance at any other institution, or giving false information may make me ineligible for admission to the university or subject to dismissal. I have read this application and certify that the statements I have made on this application are correct and complete, including a report of all college work attempted and completed.

Full Name:

Date:

SUBMIT APPLICATION

Below is the last page you will see if you completed and submitted the application successfully.

[Please do not refresh this page!]

Submission Complete!

If you did not print your application fee payment receipt already, please print the [Payment Receipt](#) at this time for your records.

Thank you! Your application has been successfully submitted and has been forwarded to your program of interest for review. Please contact the program to which you applied to determine if there are additional application requirements that are specific to that program. You may check the status of your application by logging into your ApplyYourself account with your PIN and Password.