

College of Arts & Sciences

Certificate of Graduate Studies – Public Administration

Application Instructions and Procedures

All application materials must be received by the application deadline to receive full consideration. For application deadlines and entry terms, refer to the [priority deadlines](#). *International applicants and those with international transcripts should consult the [International Requirements Page](#), for deadlines and other requirements, as they may differ.*

- Complete graduate application form and submit the \$55 non-refundable application fee. Fee is waived for Seattle University alumni and employees.
- Evidence of minimum of earned four-year baccalaureate degree from regionally accredited institution or U.S. equivalent. As evidence submit official, degree-posted transcript from last 90 quarter/60 semester graded credits of your bachelor's degree, including any transfer credit earned during this time, and any post-baccalaureate course work.
- Minimum 3.00 GPA in last 90 quarter/60 semester credits required. In special cases, probationary admission possible with less than 3.00 GPA. Applicants earning bachelor's degree from **non-graded** institutions must submit official scores from Graduate Record Exam (GRE) in lieu of GPA.
- Professional résumé demonstrating at least one year of continuous full-time work experience
- Two recommendations using the forms provided through the application from individuals who can speak to your qualifications; at least one recommendation should be from recent supervisor.
- Two-page maximum statements of intent summarizing interest in the program, commitment to public service, and discussing ways in which this certificate will assist you in reaching your career and education goals.
- Applicants for whom English is a non-native language must demonstrate English proficiency regardless of English language studies, residence in the United States or an English-speaking country, or immigration status. Graduate applicants with a baccalaureate or higher degrees from recognized colleges in the U.S., Canada, Great Britain, Ireland, New Zealand or Australia and who have continued to reside in countries where English is the primary language for at least two years prior to applying to Seattle University will have this requirement waived. English proficiency may be met with an official TOEFL score of 92 (IBT), or 580 (PBT); the IELTS exam with a minimum score of 7.0; PTE score of 62 62.

Send documents directly to Graduate Admissions:

Seattle University
Office of Graduate Admissions
901 12th Avenue
PO Box 222000
Seattle, WA 98122-1090
grad-admissions@seattleu.edu
Fax: (206) 296-5656
Phone: (206) 220-8010

Seattle University does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, marital status, sexual orientation, gender identity, political ideology, or status as a Vietnam-era or special disabled veteran in the administration of any of its education policies, admission policies, scholarship and loan programs, athletics, and other school-administered policies and programs, or in its employment related policies and practices. All University policies, practices and procedures are administered in a manner consistent with Seattle University's Catholic and Jesuit identity and character. Inquires related to these policies may be referred to the University's Vice President for Human Resources and University Services and Equal Opportunity Officer at (206) 296-5870.