

## Graduate Certification in the Neurobiology of Language

### Step I: Formally Apply to the Graduate School for Admission to the NBL Certificate Program

You will need to apply through the Graduate School's online application system, 'Hobsons ApplyYourself'. You probably used this system back when you applied to your home Ph.D. program, but for present purposes please create a new account, as follows:

1. Go to: <http://grad.uconn.edu/faculty-staff/hobsons-applyyourself/>
2. Click 'how to apply', and then create an account. Once in the account, click on 'Edit application'.
3. You will be asked to supply: a **letter of application** (as a PDF that you upload), and a **CV** (ditto). If you still have the documents that you used when applying to your PhD program, it would be fine to use those. (Otherwise, please create something simple.)
4. When asked for the date of expected completion of the certificate program, please indicate either the semester in which you will complete the last of the five Foundations courses, if you haven't yet begun that semester; or the semester immediately following the present one, if you have already completed them (or will do so this semester).
5. When you are asked for the name and e-mail address of your intended "major advisor" for the certificate program, please enter " William Snyder, william.snyder@uconn.edu ".
6. Fill out the rest of the application and *save* your work, but **DON'T submit** it. Instead, please call the Graduate School at **860-486-3617**, and request a waiver of the application fee, on the grounds that you're already a matriculated student.
7. Afterwards, please send email to william.snyder@uconn.edu and indicate that you've applied for admission.

### Step II: Apply to Graduate

You can (and should) apply to graduate from the certificate program well before the point of completing your Ph.D. program.

1. Once you have been officially admitted into the NBL Certificate Program, you should find that your account on the Student Administration system provides a mechanism by which you can apply to graduate from the certificate program. (This will be similar to, but separate from, the corresponding mechanism for your PhD program.)
2. Early in the semester when you begin your final Foundations course (or as soon as possible thereafter), please enter Student Administration and apply to graduate.
3. At that point, please also send email to william.snyder@uconn.edu and indicate that you've applied to graduate.
4. Finally, complete the Graduate School's form, 'Plan of Study for the Certificate Program' --

<http://grad.uconn.edu/wp-content/uploads/sites/1635/2015/04/planofstudycertificate1.pdf>

-- including the precise course numbers under which you registered for each of Foundations 2 through 5. (Omit Foundations 1, which is not counted in the 12 credits of certificate coursework.) Obtain a signature from William Snyder (as nominal major advisor for the certificate program), and submit the form to the Graduate School.