

Local Government Management Certificate/Nonprofit Certificate Application Process

- 1) Begin your online application at the [Graduate School](#)
 - If this is your first time applying you will need to click on the [First time user account creation](#) link to create an account.
 - Note: Once you begin your application, you can save it and come back to it at a later time to work on it some more.
- 2) In applying to the MPA Program, you will be *sending some of your materials to the Graduate School and some of your materials directly to us*. Note: Your application will not be reviewed until all of the materials are received.

Checklist for Materials Sent to the Graduate School

- ___ Application to the [University of Memphis Graduate School](#)
- ___ Graduate School Application fee
- ___ Official transcripts from all institutions of higher education attended
- ___ Official Standardized Test scores. We accept a variety of tests: (Graduate Record Examination [GRE], Graduate Management Aptitude Test [GMAT], or Miller Analogy Test [MAT])

Checklist for Materials Sent Directly to the MPA Program

- ___ Personal statement of 300-600 words explaining why you wish to study local government management/nonprofit management
- ___ A current resume
- ___ Two references. The applicant provides us with the names and e-mail addresses of two people you wish to use as references. We will contact them and request they complete an online recommendation.

Note: All of the Certificate Program materials can be sent to mpa@memphis.edu

If you have any questions about the application process, please contact our administrative assistant, Rebecca Horowitz at 901-678-3360 e-mail rhowitz@memphis.edu