



THE UNIVERSITY OF
MEMPHIS

School of Public Health

University of Memphis School of Public Health Undergraduate Certificate Application Guide

Step 1: Create an application

- To begin, create an application on the University of Memphis undergraduate application page:

<https://apply.memphis.edu/apply>

Let's Get Started!

Undergraduate Admissions Application Portal

Welcome to the University of Memphis! We are excited you have chosen to fill out our Undergraduate Admissions application! You may use this portal to start a new application, finish submitting an in-progress application, and view your submitted applications.

[Privacy and General Data Protection Regulation \(GDPR\) Notice](#)

Start A New Application

Please click on the button below to start your application. This link will choose the correct application for you and create it for you to complete. Once the application has been created, please click on your newly created application above to finish the process.

START YOUR APPLICATION >>>

Step 2: Enter your student information

- Enter requested information: name, address, email, and phone

Step 3: Enter Student Type questions:

- 3A) Choose the *Certificate: Seeking to complete a certificate program* option

Student Type Questions

This question helps us determine what applications will be available for you. At the end of the application, we will provide you

① I am applying as a:

Freshman

Transfer

Dual Enrollment: I will take UofM classes through my high school.

Joint Enrollment: I will take UofM courses as a home school student or independent of my high school.

Governor's School

Returning: Returning to the UofM

Non-Degree: Not seeking a 4 year degree

College Visiting: Take a few courses and return to current college/university

Certificate: Seeking to complete a certificate program: Not intended if pursuing a four-year degree

- 3B) Choose *Global – (Exclusively Online)* for the campus you plan to attend:



THE UNIVERSITY OF
MEMPHIS®

School of Public Health

Student Type Questions

This question helps us determine what applications will be available for you. At the end of the application, we will provide you with a list of applications tailored specifically for you.

① I am applying as a:
Certificate: Seeking to complete a certificate program: Not intended if pursuing a four-year degree

② Which campus do you plan to attend?
Global - (Exclusively Online) - Limited programs are offered through UofM Global

You have selected that you want to be a UofM Global student. [This means you will not take any courses in-person, will complete your coursework fully online, and will select from the programs offered through UofM Global. To learn more about UofM Global, please click the link below.](#)

[Learn more about our completely online programs and UofM Global](#)

If the program you're interested in is not available through UofM Global, on-campus availability may be an option you should consider.

Step 4: Answer Application Type questions:

- 4A) For the Type of Application, choose the certificate option (*I want to pursue a certificate. I am not pursuing a four-year degree*)
- 4B) For the Term you plan to begin, choose the appropriate start date (Fall= August, Spring= January, Summer= June) and year from the dropdown:

Application Type Questions

① Which application best applies to you?
I want to pursue a certificate. I am not pursuing a four-year degree.

Which term do you plan to begin?
Fall 2026

Please confirm your information before continuing. You won't be able to go back and freely change this information after leaving this page.

Once you click Continue on this form, please go to Step 2 on the next page to submit your application.

[Continue](#)

- 4C) Choose the [Continue](#) button to submit Part 1 of your application

Step 5: Complete Part 2 of your Undergraduate Public Health Certificate application

- To continue filling out your application, select the [Click to Continue](#) button:

You have one or more "In Progress" application/s on file (shown below in Started Applications). You must complete your application/s if you want the application/s to be considered.

Undergraduate Admissions Application Portal

Welcome to the University of Memphis! We are excited you have chosen to fill out our Undergraduate Admissions application! You may use this portal to start a new application, finish submitting an in-progress application, and view your submitted applications.

[Privacy and General Data Protection Regulation \(GDPR\) Notice](#)

Started Applications

Please click on an in-progress application in the list below to finish the application submission process.

In-Progress Applications					
Application	Term	Campus	Student Type	Status	Created Date
Click To Continue	Fall 2026	Global		In Progress	06/05/2026

Start A New Application

Please click on the button below to start your application. This link will choose the correct application for you and create it for you to complete. Once the application has been created, please click on your newly created application above to finish the process.

[START YOUR APPLICATION >>>](#)



THE UNIVERSITY OF
MEMPHIS

School of Public Health

Step 6: Fill out the More About You section

- For this section, choose the information that best describes you

The screenshot shows the 'More About You' section of the application form. On the left is a navigation menu with links: Home, More About You, Course of Study, Academic Information, Relationship Information, TN Residency, Community Standards, Final Review, Signature, and Submit Application. The main content area has a title 'More About You' and a sub-header 'Race and Ethnicity'. Below this, there is a paragraph explaining that colleges and universities are asked to describe the ethnic/racial backgrounds of their students and employees. It asks the user to answer two questions: 'Are you Hispanic or Latino/a?' with radio buttons for 'Yes' and 'No', and 'Regardless of your answer to the prior question, please check one or more of the following groups in which you consider yourself to be a member.' with checkboxes for 'Alaskan Native', 'American Indian', 'Asian', 'Black or African American', 'Native Hawaiian or Pacific Islander', and 'White or Caucasian'. There is a 'View Definitions' link. Below this is the 'Legal Sex' section with radio buttons for 'Female' and 'Male'. Then is the 'Other Information' section with a text input field for 'Social Security Number (omit dashes)' and a note that a Social Security Number is required if seeking financial aid and scholarships. Below the input field is a red error message '9 characters required'. At the bottom of this section is a checkbox for 'Social Security Number Usage Acknowledgement' with the text 'I understand by not providing my social security number I will not be eligible for financial aid'. A 'Continue' button is at the bottom of the form.

- NOTE: Under the *Other Information* section, you may choose whether to submit your Social Security number or whether to leave this section blank
 - If you do not have a Social Security Number or do not wish to provide it, please click the box acknowledging you understand that you will not be eligible for financial aid
- Push the *Continue* button to continue your application

Step 7: Fill out the Course of Study section

- For your major, choose the *Undergraduate Certificate/Public Health* option from the dropdown menu

The screenshot shows the 'Course of Study' section of the application form. On the left is the same navigation menu as in Step 6. The main content area has a title 'Course of Study' and a dropdown menu with the text 'Please select your major.' and the option 'Undergraduate Certificate/Public Health'. A red arrow points to this dropdown menu. Below the dropdown menu is a text input field with the same text 'Undergraduate Certificate/Public Health'. At the bottom of this section is a 'Continue' button. A red error message is visible at the bottom right of the form: 'may add any of these in consultation with your Academic Advisor after enrollment.'

- Push the *Continue* button to continue your application



THE UNIVERSITY OF
MEMPHIS

School of Public Health

Step 8: Fill out the Academic Information section

Home
More About You
Course of Study
Academic Information
Relationship Information
TN Residency
Community Standards
Final Review
Signature
Submit Application

Academic Information

High School		
High School	Conferred Date	Self-Reported GPA
Add New		

College/University			
College/University	Attended From	Attended To	Credit Hours
Add New			

Test Scores

Have you taken any Prior Learning Credit exams (AP, CLEP, IB, A/AS Level)?

☐ Yes

☐ No

[Continue](#)

- 8A) For your [high school information](#), you may choose 1 high school only. If you attended more than one high school, be sure to enter only the information from the school where you did/will receive your high school diploma. You will be given the following options to help choose your high school:

UG High School Widget

Please only provide the high school from which you will graduate or have graduated. You can only put in **ONE** High School.

How to search for your school:
Type by State Abbreviation, City, and then School Name.
Example: TN Collierville Collierville High School
Then CLICK on your school from the list to auto-populate the form.

Enter 666666 if you were home schooled.
Enter 888888 if you received a high school equivalency certificate (GED or Hi-Set).
Enter 777777 if you attended a FOREIGN high school.
Enter UNKHS if your US high school is not found.

High School Smart Search Bar (See Instructions Above)

We could not find this school in our database. Where is this school located?

School City

School State/Region

School Country

Start Date of

[Save](#) [Cancel](#)



THE UNIVERSITY OF
MEMPHIS

School of Public Health

- 8B) For your [college/university information](#), indicate EACH college/university where you have earned credit.

You will be given the following options to help choose previously attended college(s):

UG College Widget

How to search for your school:
Type by City, State and then School Name.
Example: Memphis, TN Southwest Tennessee Community College

Enter 107680 if you attended a FOREIGN college.
Enter UNKPC if your US college is not found.

College/University Smart Search Bar (See Instructions Above)

We could not find this school in our database. Where is this school located?

School City

School State/Region

School Country

Start Date (Month, Year)

End Date (Month, Year)

Were any of these ☐ Yes

Save **Cancel**

- 8C) For the [Test Score section](#), indicate whether you have taken relevant exams for college credit (e.g., AP, CLEP, IB, A/AS Level)
- 8D) Push the [Continue](#) button to continue your application



Step 9: Fill out the Relationship Information section

Home
[More About You](#)
[Course of Study](#)
[Academic Information](#)
Relationship Information
[TN Residency](#)
[Community Standards](#)
[Final Review](#)
[Signature](#)
[Submit Application](#)

Relationship Information

Family/Guardian Information

Please use the space below to enter information related to your family.

If any of these statements below apply to you, please select **YES** in the box below.

1. I will be 24 years or older by the start of the term for which I am applying.
2. I am married, separated or divorced.
3. I am working towards a master's or doctorate degree.
4. I have children who receive more than half of their support from me.
5. I have dependents other than children or a spouse who live with me and receive more than half of their support from me.
6. I am currently serving on active duty in the U.S. Armed Forces for purposes other than training.
7. I am a veteran of the U.S. Armed Forces.
8. I was in foster care, a ward or dependent of the court, or both of my parents were deceased before I turned age 13.
9. I am an emancipated minor or am in a legal guardianship as determined by a court.
10. I am an unaccompanied youth who is homeless or self-supporting and at the risk of being homeless.

One or more of these statements apply to me.

Add/Update Relationship and Emergency Contact Information

Please review your relationship information below. You may add or update any emergency contacts here.

Relationship	Name	Email
Add New		

[Continue](#)

- 9A) Choose the appropriate answer for *Family/Guardian Information*, indicating if any of the printed statements apply to you
- 9B) Use the Add New button to enter your Emergency Contact(s) information

Relationship Information X

If you do not see a SAVE button at the bottom of this window, please click on the gray bar and drag the window up until you see the button.

Type

First Name

Last Name

Phone

Email

Address

Country

Street

City

State

Postal Code

Would you like to designate this person as an

[Save](#) [Cancel](#)



THE UNIVERSITY OF
MEMPHIS

School of Public Health

Step 10: Enter your Tennessee Residency information

- Choose the appropriate answer to indicate if you have resided in Tennessee for 1 or more years:

[Home](#)
[More About You](#)
[Course of Study](#)
[Academic Information](#)
[Relationship Information](#)
TN Residency
[Community Standards](#)
[Final Review](#)
[Signature](#)
[Submit Application](#)

Residency

Residency Questions

Have you lived in Tennessee for more than a year?

Yes, I have lived in Tennessee for more than a year.
No, I have not lived in Tennessee for more than a year.

Step 11: Answer the Community Standards questions

Community Standards

The University of Memphis is committed to maintaining a safe learning environment for all members of our community. The following questions are intended to help the UofM in its efforts to provide a safe campus, **thus all applicants are required to answer the following questions.** Our intent is not to exclude applicants solely on the basis of a criminal conviction or disciplinary issue. For the purpose of the following questions, "crime" or "criminal charge" refers to any crime other than a traffic related misdemeanor or an infraction.

An affirmative answer to any of these questions does not automatically bar admission to the University, yet you will be prompted to provide your own written explanation of the event. The university will review your situation, prior to considering the merits of your application for admission. Furthermore, you may be contacted by the UofM to provide additional documentation after submission. Do not be discouraged from submitting your application simply because you will answer yes to any of these questions.

It is your obligation to answer these questions truthfully as of the date of your application and update the university if any incident occurs between the date of your application and any subsequent enrollment that would change your answer to any of the succeeding questions. Failure to disclose any relevant information or to provide accurate information may be grounds to deny or withdraw admission to the university or as the basis for dismissal after enrollment at the university.

Additionally, **any applicant to the UofM has an obligation to confirm that they are otherwise eligible to pursue any professional, paraprofessional or technical license** that they desire to obtain and to otherwise determine their ability to pursue a chosen course of study and/or a chosen career in light of any disciplinary or criminal background. The decision to admit a student with such background to the UofM is not a guarantee that the student will be able to satisfy any requirements related to a particular program of study.

Visit our [Campus Safety](#) website for more information concerning safety and security updates and resources, community standards, crime prevention, and reporting of crimes and other matters.

Community Standards Responses

- Have you ever (i) been adjudicated guilty of a crime; (ii) been convicted of a crime (iii) entered a plea of guilty, a plea of no contest, or any other plea other than a plea of not guilty in response to a criminal charge; or (iv) otherwise accepted responsibility for the commission of a crime? Exclude misdemeanor traffic related infractions.
☐ Yes
☐ No
- Do you have any criminal charges pending against you? Exclude misdemeanor traffic related infractions.
☐ Yes
☐ No
- Have you ever withdrawn from or left a high/secondary school, college, or university while any disciplinary sanction, disciplinary charge, disciplinary hearing or investigation related to your conduct was pending, outstanding, or unresolved?
☐ Yes
☐ No
- Have you ever been expelled, dismissed, suspended, placed on probation, or are otherwise subject to any disciplinary sanction by any high/secondary school, college, or university?
☐ Yes
☐ No
- Have you ever been trespassed from any University of Memphis property or event?
☐ Yes
☐ No

You must promptly notify the Office of Admissions and Orientation in writing of any criminal charge, any disposition of a criminal charge, or any school, college, or university disciplinary action against you, or any type of military discharge other than an honorable discharge, that occurs at any time after you submit this application. Failure to do so may be grounds to deny admission, rescind an offer of admission, or to dismiss you after enrollment.

Continue



THE UNIVERSITY OF
MEMPHIS

School of Public Health

Step 12: Perform a final review of your application information

- Review all information for accuracy then press the [Continue](#) button to sign your application

Step 13: Provide an electronic signature for your application

The screenshot shows a web application interface. On the left is a navigation menu with links: Home, More About You, Course of Study, Academic Information, Relationship Information, TN Residency, Community Standards, Final Review (highlighted), Signature, and Submit Application. The main content area contains a large block of text regarding the terms of admission, including a statement about the Tennessee False Claims Act. Below this text is a signature line with a text input field and a 'Confirm' button. A red arrow points to the 'Confirm' button.

Step 14: Submit your application

Congratulations! You have successfully submitted your application for the Undergraduate Certificate in Public Health!!