How to Apply for the Graduate Certificate in Teaching Writing

1. Apply online at http://www.umkc.edu/apply/grad.asp as a graduate degree-seeking applicant for the Graduate Certificate in Teaching Writing from UMKC. The online application is $35.

2. Request official copies of all undergraduate and graduate transcripts to be sent to this address:

   Graduate School Admissions Office  
   University of Missouri – Kansas City  
   5100 Rockhill Road  
   Kansas City, MO 64110

3. Fill out Graduate Certificate Data Sheet available at http://cas.umkc.edu/english/grad-program/gctw.asp and attach:
   - Statement of purpose of approximately 500 - 750 words, describing your academic or professional objectives, teaching philosophy, and approach to teaching writing
   - Letter of recommendation from a principal, department chair, or colleague
   - Professional resume
   - Writing sample of not more than 15 pages

   Deliver these materials to this address:

   Katie Kline, Director GKCWP  
   University of Missouri – Kansas City  
   5100 Rockhill Road, 106 CH  
   Kansas City, MO 64110

4. Application materials are due by November 1, March 1, and/or July 15

Applications will be reviewed by the Graduate Certificate Admissions Committee in mid-November, mid-March, and mid-August each year. Each accepted applicant will then meet with a UMKC faculty member for an advising conference, program planning, and course selection.