Dear Prospective Student:

Thank you for your interest in the Graduate Certificate Instruction for Students with Intensive Social, Language, and Behavioral Needs in Special Education at the University of New Mexico. All application materials must be received by the deadline for the semester in which you apply.

**Deadlines for the Graduate Certificate program are:**

<table>
<thead>
<tr>
<th>Semester</th>
<th>Deadline</th>
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<tbody>
<tr>
<td>Summer and Fall</td>
<td>February 28</td>
</tr>
<tr>
<td>Spring</td>
<td>September 30</td>
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</tbody>
</table>

**Step 1 for students who are currently enrolled in a UNM graduate program**

1) Go to the OGS website, Forms page at [http://www.unm.edu/~grad/forms/forms.html](http://www.unm.edu/~grad/forms/forms.html).
2) Scroll down to the Admissions section, Add a Graduate Transcripted Certificate Form.
3) Complete the top portion (Section 1) of the form.
4) Submit the form to the Special Education Advisement Office, Hokona Rm. 104.

**Step 1 for students who NOT currently enrolled in a UNM graduate program**

1) Apply to the Admissions office on-line at [http://www.unm.edu/apply](http://www.unm.edu/apply).
2) Pay the $50.00 non-refundable application fee via credit card.
3) Send one official transcript from each college you have attended, except UNM, to the address below:

   Office of Admissions  
   Attn: Graduate Admissions  
   P.O. Box 4849  
   Albuquerque, NM  87196-4849

**Step 2 for All Students**

1) Send the following items to the mailing address below or submit directly to the Special Education Program, Hokona Hall, Room 104.

   • The Special Education Program Graduate Certificate application form  
   • A one-page philosophy statement on community participation of persons with autism spectrum disorders (ASD)  
   • Three (3) letters of recommendation from professional or academic references (If you are already in a UNM Special Education program, we can use letters from your original application file that are less than 3 years old.)

   College of Education  
   Dept. of Educational Specialties/Special Education  
   MSC 05 3040  
   1 University of NM  
   Albuquerque, NM 87131-0001

Program information, the Application Form and cover sheets for Letters of Recommendation are available online at this link: [http://coe.unm.edu/departments/ed-specialties/special-education/islb-certificate/program-and-app-information-12.html](http://coe.unm.edu/departments/ed-specialties/special-education/islb-certificate/program-and-app-information-12.html)
We also recommend that you complete the financial aid FAFSA form. Doing so will make you eligible for some scholarships. Information about FAFSA can be found at this link: http://finaid.unm.edu/fafsa/index.php

Please call 277-5018 if you need help completing your application. Alternative formats are available upon request. We wish you the best in your future studies.

Sincerely,

Ruth Luckasson, J.D.
Chair
Educational Specialties