LDP Work-based Learning Graduate Certificate Application Process

Thank you for your interest in the online Leadership Development Program (LDP) Work-based Learning Graduate Certificate at Purdue University! The following will assist you in completing your Graduate School application and preparing your supporting documents.

Applying to the Graduate School

Please note that this system automatically saves your information; there is no “Save” button on each page. If you need to return to it later, exit the application, and all your latest information will be saved. You will need to log back in to continue or view your application. Changes cannot be made after you submit it.

Creating your application

➢ Visit this website: http://www.purdue.edu/gradschool/
➢ Click the gold “Apply Now” box at the bottom left of the page:

➢ Click under “First-time users: Create an account” (or “Returning Users: Log in” if you have already completed an application, in which case you can skip the next few steps and click on your active application to resume completing it).

➢ Fill in email address, first & last name, and birthdate. Then, click “Continue”: 
You will see the following screen with your email and name populated:

You will also receive an email with your temporary PIN:

You can either use the “Activate Account” link from the email or simply return to the login screen if you still have it open. In either case, enter the temporary PIN supplied in the email and use the dropdown menu to select your birthdate. Click “Login.”

The next screen will prompt you to set up a password:

Once all criteria are met (as indicated by the 5 green checkmarks), click “Set Password”: 
Set Password

To protect the security of your account, please specify a new password. The password must meet complexity requirements.

New Password

New Password (again)

- At least one letter
- At least one capital letter
- At least one number
- Be at least 12 characters
- New passwords must match

Set Password
This will bring you to the Application Management home page, where you will click “Start New Application” near the bottom:

➢ Select the year from the dropdown menu and click “Create Application”:

➢ Click “Open Application”:

Completing your application
➢ You will notice the application consists of several sections on the left side of the screen. Please first read the instructions and click “Continue” at the bottom:

➢ Personal Background: Complete all required fields and click “Continue.”
➢ Emergency Contact: Complete all required fields and click “Continue.”
➢ Residency: Complete all required fields and click “Continue.”
➢ Campus and Program: Complete the questions regarding your Purdue University status.
If you are a returning student, for the Current Status question, put “Reclassification from non-degree to degree.” Complete the rest of the fields.

**Campus and Program**

**Purdue University Status**

Are you currently a registered graduate student at one of the Purdue University campuses? [Yes] [No]

Select your current status as it pertains to Purdue University:

- Reclassification from non-degree to degree.

If you have applied or registered at any Purdue University campus, enter your 10-digit Purdue University ID (PURD). This will NOT be your social security number.

Are you currently a Purdue employee (including a graduate staff member) on any Purdue campus? If yes, indicate your PURD in the field above.

- Yes
- No

I consent and authorize Purdue University faculty and/or staff to access my Purdue University academic record for University business (Applicants must submit an original or a certified copy of the degree transcript).

Select your campus and program of interest below. Please indicate your program rank in priority order, with your first choice being your highest degree program and/or major.

While Purdue University graduate programs at IUPUI do not use this application for admission, applicants exploring graduate programs in Engineering. More information on the Indiana University campus graduate programs at [https://graduate.iupui.edu/admissions/programs](https://graduate.iupui.edu/admissions/programs).

To apply click [here] for a separate application.

Then, select Purdue West Lafayette (PWL) from the dropdown menu. Select “Curriculum and Instruction” as your proposed graduate major:

**First Choice Campus and Program**

Select a Campus

Purdue West Lafayette (PWL) ▼

Select your Proposed graduate Major

Curriculum and Instruction ▼

After selecting “Curriculum and Instruction” as your proposed graduate major, 2 new tabs will appear on the left, titled First Choice Program Details and Educational Studies/Curriculum & Instruction Questionnaire.

- **First Choice Program Details:** Select “Career and Technical Education” as your Area of Interest, “LDP Work-based Learning Graduate Certificate” as your Degree Objective, “Distance” as your primary Course Delivery method and your “Entry Term and Year”:

  **First Choice**

  **Campus**

  Purdue West Lafayette (PWL) ▼

  **Proposed Graduate Major**

  Curriculum and Instruction ▼

  Please select an Area of Interest. Available for selected Programs only. Not all Areas of Interest are available for both Master’s and Ph.D. degrees. (Career and Technical Education ▼)

  Please select a Degree Objective:

  Leadership Development Program ▼ Work-based Learning Graduate Certificate ▼

  Please select your primary Course Delivery method:

  - Residential (on-campus): greater than 50% online
  - Hybrid: greater than 20% to 50% online
  - Distance (distance online or on-campus location): greater than 80% online

  Distance (online or on-campus location) ▼

  Please select your Entry Term and Year (Based on your Program selection):

  Summer 2023 ▼

  Continue

- **Educational Studies/Curriculum & Instruction Questionnaire:** Complete the section.

- **Education Background:** In this section, you will add information regarding previous institutions and upload your proof of degree. Transcripts and other academic documents must be official copies that are sent from the institution.
Transcripts and other academic documents must include your name and the institution name. If personal identifying information such as a student identification number or social security number appears on the document, please REMOVE THIS INFORMATION from your electronic version of your document, or mark out the information in black ink before scanning your document.

➢ **Additional Information:** Complete fields that pertain to you and click “Continue.”
➢ **Employment:** Complete and click “Continue.”
➢ **Acknowledgements:** Complete required fields, including acknowledgement checkbox, and click “Continue.”
➢ **Academic Statement of Purpose:** Ignore and click “Continue.”
➢ **Test Scores:** Ignore and click “Continue.”
➢ **Personal History Statement:** Ignore and click “Continue.”
➢ **Resume:** Ignore and click “Continue.”
➢ **Recommendations:** Ignore and click “Continue.”
➢ **Acknowledgements:** Complete the fields and click “Continue.”
➢ **Signature:** Type your full legal name and click “Continue.”
➢ **Review:** Address any detected errors and click “Submit Application” when ready. Remember: Changes can no longer be made after you click “Submit Application.”

**Returning to your application after logging out**
➢ Visit the application site: [https://gradapply.purdue.edu/apply/](https://gradapply.purdue.edu/apply/)
➢ Select “Log in” under “Returning users” and input the password you created for the application system: Application Management

Thank you for considering Purdue University for your graduate education!

To start your Graduate School application, create an application account below.

You will be emailed a temporary PIN to log into the Graduate School Application. (Be sure to check your birthdate and this temporary PIN. Once logged in, you will be prompted to create a password login.

Technical Questions? Visit our Technical Help Page or contact gradinfo@purdue.edu.

**Returning users:** Log In to continue an application.

**First-time users:** Create an account to start a new application.

➢ Click your application to open it:

<table>
<thead>
<tr>
<th>Your Applications</th>
<th>Status</th>
<th>Started</th>
<th>Submitted</th>
</tr>
</thead>
<tbody>
<tr>
<td>2024 Graduate Application</td>
<td>2024 PWL, Educational Studies</td>
<td>In Progress</td>
<td>09/20/2023</td>
</tr>
<tr>
<td>2024 Graduate Application</td>
<td>2024 PWL, Curriculum and Instruction</td>
<td>In Progress</td>
<td>08/01/2023</td>
</tr>
</tbody>
</table>

**Next Steps**
➢ After your application has been submitted, submit the required supporting material:
  o Official transcripts
  o If international student: English Proficiency scores. Click here for more information.
➢ Once an application is complete, all decision related information will be communicated via email.
➢ If you are offered admission, you will receive information regarding your next steps.
➢ Follow the instructions for obtaining your PUID and setting up your Career Account.
➢ All students are required to activate their Career Accounts and use their @purdue.edu email account. This is how Purdue University will communicate with you.
➢ You will need to accept your admission offer in order to be registered for courses.
➢ Your myPurdue account provides access to options for paying your tuition, requesting transcripts, and receiving important Purdue email notifications.