

First go to this website: <http://humsci.auburn.edu/hdfs/grad/certificate.php>

Click the “**Register for the Advanced Research Methods Certificate**” link on the page.

Then you MUST create a NEW account if you are an existing student or have ever been an existing student at Auburn. This process requires a fresh, new application.

Of note: you will have to fill out A LOT of information, including uploading your unofficial AU transcript so be sure to download and save that as a PDF, your CV/Resume, and your personal statement/letter of intention for the certificate.

You will also need to let your letter of recommendation writer know that they will get an email to upload their letter of recommendation, rather than you (as the student) uploading it yourself.

You will fill all of the normal information until you get to the screen shot below where you will use the drop down arrow to select: “Certificate/Graduate-Adv Res Methods for Dev and Family Std”.

The screenshot shows the Auburn University Graduate School application portal. The header includes the Auburn University logo and navigation links: DASHBOARD, MESSAGES, PROFILE, TECHNICAL SUPPORT, and LOG OUT. The main navigation menu on the left lists: Application for Admission, Biographical Information, Contact Information, Admissions Information (highlighted), Additional Information, Educational Background, Test Scores (Self Reported), Important Links, Recommendations, Downloadable Forms, Check Your Application, and Application Instructions. The main content area displays a success message: "Your answers were saved successfully to the database." Below this is the "Admissions Information" section, which includes a note: "Questions marked with an asterisk (*) are required and must be answered." The form fields are: Application Type: * (Domestic), Planned Course of Study: * (Certificate/ Graduate-Adv Res Methods for Dev and Family Std), and Admission Term: *. Buttons for SAVE, SAVE & CONTINUE, and RESET are visible. A "Submit Application" button is located at the bottom right of the form area.

Then you will need to email: Justin Gilbert (gilbeju@auburn.edu OR gradadm@auburn.edu) the Admissions Advisor for the Graduate School and ask him for a waiver (but this is ONLY if you are a current Auburn Student).

- NOTE: You will NOT be supplied a “wavier code” that one page of the application asks for. Justin does not provide a code, but rather waives the fee page later on. So please continue working on the application and do not sit and wait for a code to be emailed to you because one will not be. Get all the way to the “payment processing” page and then

save your application where you are and wait for the email from Justin confirming that he has officially waived the fee before logging back into your portal to successfully complete submitting your application.

- DO NOT pay if you qualify for a waiver. Email and then wait to submit the application until someone gets back to you. (You might want to email these folks in advance so they know you are applying and that they should be looking to wave your application fee.)

Then, once Justin or another kind person emails you, close out of your entire browser and log back into your portal so that you can “submit application”. The below page is what you should see as the final submission of the application since you skip the payment portion because it was successful waived. See the italicized note below on the screenshot.

Final Step: Signature Page

Please note: You have paid your Application fee by credit card.

This is the final step in the application submission process. No changes to your application through the online system are allowed once you enter your digital signature and click the “Submit My Application” button below.

I certify that the information provided on this application and supplemental documents is true and correct to the best of my knowledge. I understand that withholding information requested on this application, including attendance at any other institution, or giving false information may make me ineligible for admission to the university or subject to dismissal. I have read this application and certify that the statements I have made on this application are correct and complete, including a report of all college work attempted and completed.

Full Name:

Date:

SUBMIT APPLICATION

Below is the last page you will see if you completed and submitted the application successfully.

[Please do not refresh this page!]

Submission Complete!

If you did not print your application fee payment receipt already, please print the [Payment Receipt](#) at this time for your records.

Thank you! Your application has been successfully submitted and has been forwarded to your program of interest for review. Please contact the program to which you applied to determine if there are additional application requirements that are specific to that program. You may check the status of your application by logging into your ApplyYourself account with your PIN and Password.