

## Accounting Certificate Program

**SECTION I: Your application will be reviewed when the following materials have been received:**

- ❖ Completed Application Form
- ❖ Non-refundable application fee of \$50 payable to “USM School of Business”
- ❖ Official transcripts, or copies of official transcripts, from all colleges or universities that granted prior degree(s)
- ❖ Current resume

**Submit all materials to:**

USM School of Business  
Accounting Certificate Program  
PO Box 9300  
Portland, Maine 04104

# Accounting Certificate Program APPLICATION FORM

**SECTION II:**

1. Name: \_\_\_\_\_  
Last
First
Middle
(Dr., Mr., Mrs., Miss.)
2. Other names in which University records have previously been filed: \_\_\_\_\_
3. Current mailing address: \_\_\_\_\_  
Street
City
St.
Zip
4. Permanent mailing address (if different): \_\_\_\_\_
5. Date of birth: \_\_\_\_\_
6. Citizen of (country): \_\_\_\_\_
7. If U.S. citizen, state of legal residency: \_\_\_\_\_
8. Gender (optional): \_\_\_\_\_
9. Home/Cell phone: \_\_\_\_\_
10. Work phone: \_\_\_\_\_
11. Email: \_\_\_\_\_
12. Social Security Number: \_\_\_\_\_
13. USM student ID: \_\_\_\_\_
14. Semester and year to begin coursework:      Fall            Spring           Year: \_\_\_\_\_
15. Anticipated completion of coursework:      Fall            Spring           Year: \_\_\_\_\_
16. Please list all degrees previously awarded. For each, include the name of the degree(s), the institution, and date awarded. Please submit an official transcript, or copies of an official transcript, from the college or university that granted degree(s).
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17. Please indicate if you are one of the following (optional):
- American Indian or Alaskan Native            Asian            Black (non-Hispanic)  
 Hispanic            Native Hawaiian/Other Pacific Islander            White            Other
18. How did you hear about the Accounting Certificate Program?
- USM Continuing Education Catalog      School of Business Website      Friend  
 Employer: \_\_\_\_\_      Other: \_\_\_\_\_

**SECTION III:**

19. Please submit a current resume with this application that contains information on all employment within the last five years. Please include a brief description of each job and your responsibilities.

**Please note:** Acceptance to this certificate program through the University of Southern Maine School of Business does not constitute acceptance into any of USM's degree programs. Should you wish to enroll in a degree program at USM, you must submit a separate application. Please contact the Office of Undergraduate Admission at 1-800-800-4USM or visit [www.usm.maine.edu/admit](http://www.usm.maine.edu/admit) for more information.

By my signature, I certify that to the best of my knowledge and belief, the information provided in this application is correct and complete and I agree to provide substantiation or documentation if requested by the University.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The University of Southern Maine shall not discriminate on the basis of race, color, religion, sex, sexual orientation, national origin, or citizenship status, age, disability, or veteran's status in employment, education, and all areas of the University. The University provides reasonable accommodations to qualified individuals with disabilities upon request. Questions and complaints about discrimination in any area of the University should be directed to the campus compliance officer, 7 College Avenue, 780-5094, TTY, 780-5646.