

Virginia Tech Graduate Online Certificate  
In Local Government Management  
Online Application Guide  
October 2014

Thank you for your interest in the Online Graduate Certificate in Local Government Management. This document is to help you apply through the Graduate School via the online application process.

Note: If you experience a problem using the on-line application process, call Stephanie Davis, Online Program Coordinator at 804.980.5549 or email at [sddavis@vt.edu](mailto:sddavis@vt.edu).

### **Introduction**

You must apply online to obtain admission to the Virginia Tech Graduate Certificate in Local Government Management program.

There is a non-refundable fee for applications that must be paid by credit card as a part of the last step of the online process.

This guide outlines key points in the online application process for someone who is not currently a Virginia Tech student and is applying in a non-degree status.

Note: Once you start the application process, you can stop at any point, click “Save” and come back to complete at a later time.

### **Deadlines for submitting applications on-line are:**

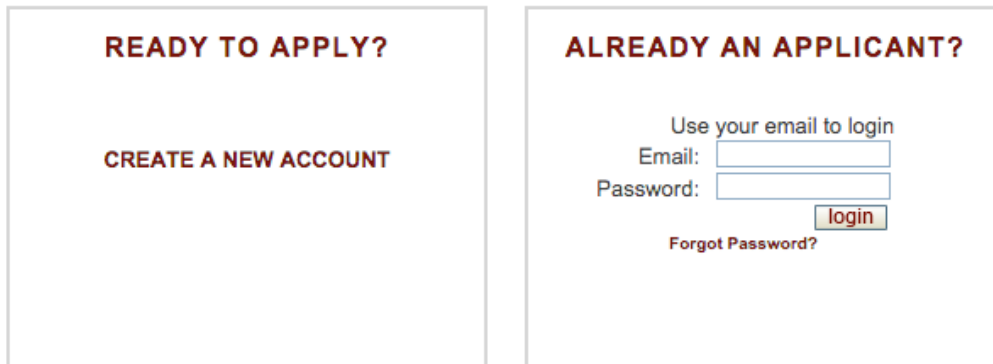
Fall semester	August 1
Spring semester	January 1
Summer semester	May 1

## **How to Guide for applying online for the Graduate Online Certificate Program**

Please use the link below to access the online application. You can also reach the Graduate School web site through the Virginia Tech homepage at vt.edu.

Go to <https://gradapp.stl.vt.edu/pages/login.php>

Welcome to the VT Graduate School Applicant System



**READY TO APPLY?**

**CREATE A NEW ACCOUNT**

**ALREADY AN APPLICANT?**

Use your email to login

Email:

Password:

[Forgot Password?](#)

Next click on “CREATE A NEW ACCOUNT”

Complete the information on the Profile screen

Next click on “Create New Application”

Applicant Status: Select “Graduate Certificate” (this applies even if you have a graduate degree)- you must have completed your profile in order for the Graduate Certificate to populate in the degree selection field.

**Applicant:** Stephanie D Davis

Each section may take a while to populate.

Please select an Application Type:

Graduate Certificate ▾

**Which Application Type Should I Pick?**

Please select a Term:

Spring 2015 ▾

**submit cancel**

Planned Enrollment Term: Select the appropriate term.  
When applying for summer, choose Summer 1

Campus: For online students, please select Blacksburg

Click on “Select your certificate option” – scroll down and click on “Local Government Management”.

Denote which semester and if you are currently enrolling in a degree seeking program at Virginia Tech. For the Certificate only, you should check no to this question.

**IMPORTANT:** You will need to complete the plan of study for the Online Certificate Program. **YOU MUST INCLUDE ONLINE AT THE END OF THE COURSE TITLE.** At this time, the designation for the online certificate should be placed at the end of the course title. This designation will inform VT staff of the correct online tuition rate and will ensure you access to the class online.

**\* Program Options**

Please select your certificate option?

Local Government Management Certificate

Anticipated Term of Completion

Fall 2017

Are you currently enrolled in a degree seeking program at Virginia Tech?

Yes  
 No

**Plan of Study**

Please list the coursework, either completed *or planned*, that makes you eligible for the certificate selected above.

Course Number	Course Title	Instructor	Term/Year	Grade
PAPA5044	Loc Gov Prof Mgr ONLINE		--- Select one ---	
PAPA6354	Fin.HR PerfMgmtONLINE		--- Select one ---	
PAPA6154	Context LGMGMT ONLINE		--- Select one ---	
PAPA5784	Loc EconDevPlan ONLINE		--- Select one ---	
			--- Select one ---	
			--- Select one ---	

If you have a digital copy of your transcript, paste it into the application or email it to Graduate Admissions: [jamarti1@vt.edu](mailto:jamarti1@vt.edu). This will expedite your acceptance while waiting for the official transcript.

**You also need to submit** an “official transcript.” This means you must ask the institution that awarded your undergraduate degree or graduate degree if you earned one (you only need to send one, your choice) to mail a copy of your transcript with grades to the Graduate School (see addresses below).

If you do not submit an official transcript, your account will be placed on hold for the next course enrollment until the transcript is received.

**Graduate Admissions  
GLC at Donaldson Brown (0325)  
Blacksburg, VA 24061**

**You do not need to submit** recommendation letters or test scores.

Copy and paste a copy of a “short” resume in the space provided

Payment Page

Submit credit card information

**You will receive an official letter of acceptance from the Graduate School that will allow you to obtain a nine digit student id # or PID. Once you have this**

**number, you need to email Stephanie Davis ([sddavis@vt.edu](mailto:sddavis@vt.edu)) with the id in order to give you access to your course online.**

Thank you for your interest in the Online Certificate Program in Local Government Management.