



## Application for Admission Certificate Programs

The Information Resources Management College at National Defense University (NDU iCollege) welcomes your interest in graduate study. Before completing this application, please consult the *Catalog* (<http://www.ndu.edu/icollege>) for a complete description of eligibility criteria, basic admission requirements, required fees and course offerings.

### CONTACT

Questions concerning admission should be addressed to the Office of Student Services either by telephone (202-685-6300; DSN 325-6300) or by e-mail ([iCollegeOSS@ndu.edu](mailto:iCollegeOSS@ndu.edu)). Completed forms may be emailed ([iCollegeOSS@ndu.edu](mailto:iCollegeOSS@ndu.edu)) or faxed (202-685-4860; DSN 325-4860).

### MINIMUM ELIGIBILITY CRITERIA

<b>1. U.S. Government Affiliation</b>	Federal government civilian employees, military officers, non-federal government employees (state and local government), and private sector employees sponsored by a government agency.
<b>2. Education</b>	All applicants must possess a Bachelor's degree from a regionally accredited U.S. institution or the equivalent from a foreign institution. <b><u>Additional for M.S. Degree Program:</u></b> The minimum grade point average (GPA) considered for admission is a 3.0 on a 4.0 scale for all previous undergraduate work. In cases where the undergraduate GPA is below a 3.0, a cumulative GPA of 3.5 in 12 or more graduate credit hours (from NDU iCollege or other graduate programs) may be used to determine eligibility.
<b>3. Pay Grade/Rank, Experience</b>	Varies by NDU iCollege Program
<i>Master of Science (M.S.)</i>	Federal civil service pay grade of GS/GM-12 or equivalent/military officer rank of O-4 or above. Non-federal employees, to include state and local government, must be of an equivalent grade. Private sector employees must be of an equivalent grade and sponsored by a government agency. Private sector employees must provide a resume detailing last 5 years of employment history as part of their application.
<i>Advanced Management Program (AMP), Certificate Programs, &amp; Professional Development Program (PD)</i>	Federal civil service pay grade of GS/GM-12 or equivalent/military officer rank of O-4 or above. Non-federal employees, to include state and local government, must be of an equivalent grade. Private sector employees must be of an equivalent grade and sponsored by a government agency. Private sector employees must provide a resume detailing last 5 years of employment history as part of their application.
<i>CFO Leadership Program (CFO)</i>	Federal civil service pay grade of GS/GM-14 or equivalent/military officer rank of O-5 or above. (High performing GS/GM-13s and O-4s are also eligible on a case by case basis.) Non-federal employees, to include state and local government, must be of an equivalent grade. Private sector employees must be of an equivalent grade, sponsored by a government agency and provide a Résumé detailing last 5 years of employment history. Documented Knowledge of Financial Management/ Experience: Undergraduate or Graduate degree in finance or business field, CPA, CGFM or CDFM or three years of federal financial management experience is required.
<b>4. English Language Proficiency</b>	ECL or TOEFL scores (as necessary). Applicants whose native language is not English are required to demonstrate their English proficiency by passing an English comprehension test with either an ECL of 85 or TOEFL of 213 (computer based), unless their university degree is from an institution where the curriculum was taught exclusively in English. Contact the NDU iCollege Office of Student Services for further details.

**Change in Eligibility:** If a student's eligibility changes (e.g., employer, pay grade, rank), he or she must notify the Office of Student Services immediately. A student's enrollment will be suspended until a review of eligibility is conducted. A student may be required to submit a new application and supporting documents to prove eligibility.

The NDU iCollege will periodically review eligibility of active students. Failure to properly notify the Office of Students Services will be considered an integrity violation and a student will be referred to Dean of Students and Administration for review. In cases where course credit is earned after eligibility ceases, course credit may be revoked and/or the student may be held liable for tuition owed.

International Students: International students (non-U.S. citizens) must apply through the appropriate Security Assistance Training Field Activity (SATFA) country program manager.

Military Reserves or National Guard: Members in the Military Reserves or National Guard who do not meet the above employment criteria (e.g., government affiliation, grade/rank) may apply for admission based on their full-time Military Reserve or National Guard status (i.e., drilling status) and must maintain eligibility while enrolled in coursework (i.e., must be in active duty status at the time the course is in session). Contact the NDU iCollege Office of Student Services for details and list of required documentation.

## APPLICATION INSTRUCTIONS

**ALL application documents must be submitted to the iCollege Office of Student Services by email, fax or postal mail:**

Email: <a href="mailto:iCollegeOSS@ndu.edu">iCollegeOSS@ndu.edu</a>	Fax: 202-685-4860 DSN 325-4860	Mail: Information Resources Management College Office of Student Services 300 5 <sup>th</sup> Avenue, Bldg 62 Ft. Lesley J. McNair, DC 20319
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Incomplete applications will be held for 60 days. Application materials become the property of the College and cannot be returned.

### Required documents:

1. "Application for Admission" form.
2. "Employer Verification and Sponsorship Form".
  - o All NEW applicants to the NDU iCollege must submit an "Employer Verification and Sponsorship Form" (found online at <http://www.ndu.edu/icollege>).
  - o CURRENT and RETURNING must submit an "Employer Verification and Sponsorship Form" if employment information has changed since initial admission (to include employer, position, location).
3. Private Sector only: Résumé detailing last 5 years of employment history.

## PROCESSING TIME

Complete applications will be reviewed within three to four weeks of receipt, depending on application volume. Questions concerning the status of pending applications should be addressed to the Office of Student Services by phone (202-685-6300; DSN 325-6300) or e-mail to [iCollegeOSS@ndu.edu](mailto:iCollegeOSS@ndu.edu).

## ADMISSION DECISIONS

Applicants will receive an e-mail notification of their admission decision from the Office of Student Services.

Department of Defense policy is to protect the privacy rights of individuals in accordance with the Privacy Act (5 United States Code 552a). Disclosure of this information unless otherwise indicated is voluntary.
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# Application for Admission Certificate Programs

\*\*\*Items noted with an asterisk are required to complete your application\*\*\*

## SECTION ONE: Program Selection

\* Have you previously attended the NDU iCollege?      Yes      No

\*Employment Category (i.e., Primary employer for eligibility purposes, see Minimum Eligibility Criteria):

Civilian:

DOD Civilian – Government Civilian employed by a DoD agency

Non-DoD Government Civilian – Any Non-DoD Federal, State, or Local government employee

Private Sector Civilian – Private Sector/Contractor sponsored by a government agency on a valid government contract

Military and Uniformed Services:

Active U.S. Military and Uniformed Services – Active Military Officer (full-time active duty assigned to a U.S. armed forces component or U.S. uniformed service; excludes members of the Military Reserve and National Guard)

Active Military Reserve or National Guard – Member of the Military Reserve or National Guard serving in a temporary, full-time active status, or who will be in a part-time active status (i.e., “on orders”) at the time the course is in session. Note: Applicant will be asked to provide details on permanent (non-Military Reserve/National Guard) employer.

**\*Select one or more Academic Programs:**

Chief Financial Officer (CFO)	<i>Enterprise Architecture (EA):</i> Architect (EA-1)
Chief Information Officer (CIO)	Enterprise Architect (EA-2)
Chief Technology Officer (CTO)	Chief Architect (EA-3)
Cyber Leadership (Cyber-L)	
<i>Cyber Security (Cyber-S):</i>	Information Operations (IO)
NSTISSI No. 4011	Information Technology Program Management (ITPgM)
CNSSI No. 4012, 4016: NSTISSI 4015	Information Technology Project Management (ITPM)
Chief Information Security Officer (CISO)	Government Strategic Leader (GSL)
	Professional Development (Note: This is not a certificate program.)

**SECTION TWO: Biographical Information**

**Name (use full legal name):**

Salutation:

\*First Name:

\*Last Name:

Middle Name:

Suffix:

**Biographical Information:**

\*Date of Birth:

\*Country of Birth:

\*Gender:    Male    Female

\*Country of Citizenship:

\*Ethnicity:

\*Race: Please select at least one and as many as applicable

American Indian/Alaskan Native

Asian

Black or African American

Native Hawaiian/Pacific Island

Undisclosed

White

**Contact Information:**

\*Preferred Email Address:

Home

Work

\*Alternative Email Address:

Home

Work

\*Preferred Telephone:

Home

Work

\*Alternative Telephone:

Home

Work

Home Mailing Address:

\*Address Line 1:

Address Line 2:

Address Line 3:

Address Line 4:

\*City:

\*State:

\*Postal Code:

\*Country:

**SECTION THREE: Academic Information**

\*Highest Educational Level(s) Earned:

Bachelor's      Master's      Doctoral or PhD      Other:

\*List the following information for each college or university attended:

Complete Name of School:	Location: (City/State)	Date of Attendance:	Title of Degree Earned or Expected:	Date Earned or expected:
		/		
		/		
		/		
		/		

\*UG Major(s):

\*GR Major(s):

**SECTION FOUR: Employment**

**1. Security Clearance Level:**

**2. Primary Work Information (e.g. employer indicated in Section One for eligibility purposes. Private Sector/Contractors: Provide Private Sector employer information here.):**

\*Employer Name (Department/Agency):

Employer Description (Unit/Bureau):

\*Job Title:

\*Employment Start Date:

**Applicant's Work Contact Information (onsite location):**

\*Address Line 1:

Address Line 2:

Address Line 3:

Address Line 4:

\*City:

\*State:

\*Postal Code:

\*Country:

Work Phone:

DSN Phone:

**Supervisor's Contact Information:**

Salutation:

\*First Name:

\*Last Name:

Middle Name:

Suffix:

\*Address Line 1:

Address Line 2:

Address Line 3:

Address Line 4:

\*City:

\*State:

\*Postal Code:

\*Country:

Supervisor Work Phone:

DSN Phone:

\*Email:

**3. Other Work Information (Required for applicants applying under a Military Reserve or National Guard status in**

**Section One. Provide name/contact information for non-Reserve/Guard employer.):**

\*Employer Name (Department/Agency):

\*Job Title:

\*Start Date:

**Other Work Contact Information:**

\*Address Line 1:

Address Line 2:

\*City:

\*State:

\*Postal Code:

\*Phone:

Ext:

**Other Work Supervisor Information:**

\*Supervisor Name:

\*Supervisor Phone:

\*Supervisor Email:

**Federal Government Civilian Only**

\*Federal Civilian Pay Grade:

Federal Job Series Code:

**Military and Uniformed Services Only (includes Military Reserve and National Guard)**

\*Service Branch or Uniformed Service:

\*Current Status:    Active Duty Armed Forces    National Guard    Reserves

\*Primary Specialty:

\*Specialty Code:

\*Rank:

Date of Rank:

**Private Sector Civilian Only**

\*Sponsoring Department/Agency:

\*Agency Description:

\*Contract Number:

**Government Supervisor's Contact Information:**

Salutation:

\*First Name:

\*Last Name:

Middle Name:

Suffix:

\*Address Line 1:

Address Line 2:

Address Line 3:

Address Line 4:

\*City:

\*State:

\*Postal Code:

\*Country:

Sponsor Work Phone:

DSN Phone:

\*Sponsor Email:



**SECTION FIVE: Certification**

I certify that I have read this application and instructions and that, to the best of my knowledge, the information given is correct and complete. I understand that if it is found to be otherwise, my application is invalid, or in the event that I am enrolled, I will be subject to dismissal from the NDU iCollege.

I agree to notify the NDU iCollege Office of Student Services of any changes to the above information including, but not limited to **biographical and employment** information.

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