

IAKM Certificate in Knowledge Management Application Checklist

To apply to the IAKM Certificate in Knowledge Management (CKM), you will need to submit the following:

_____ **University application – online or print***

Applying online (<http://www.admissions.kent.edu/apply/>) is easier, faster and more convenient. If you do not apply online, you need to submit the print application form and a check for thirty dollars (\$30.) **When completing the application you will choose the “certificate” option in the College of Communication and Information, which is “non-degree.” Once you enter your name you will have the option to choose a major, which will be the “Web-E-Learn Knowledge Management.”**

_____ **Two official transcripts from each college/university – except Kent State Univ.**

You must send a transcript if you earned eight (8) hours or more at that university. Official transcripts are not issued to the student but sent directly to Kent State University at the student’s request.

_____ **Official TOEFL scores – International applicants**

All international applicants whose education has been primarily outside the United States must provide objective evidence of proficiency in the English language. There are some exceptions, which can be found at <http://www.kent.edu/admissions/International/languageProficiency.cfm>.

_____ **Three letters of reference** (available at: <http://iakm.kent.edu/apply.html>)

(must be mailed through the postal service to the address below)

_____ **Statement of Purpose** (available at: <http://iakm.kent.edu/apply.html>)

_____ **Resume/Curriculum Vita**

All materials are submitted to the address below or may be submitted electronically (except for letters of recommendation) to **gradapps@kent.edu**.

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