

SLRC GRADUATE CERTIFICATE IN HR/LR

Did you know? You only need 4 courses for a Graduate Certificate in Human Resources or Labor Relations – most can be electives for your current graduate program. (LHR/PSC 503 and MBA 502 both count). Contact aimee@uri.edu for more information.

SPECIAL APPLICATION INSTRUCTIONS FOR CURRENTLY MATRICULATED GRADUATE STUDENTS

Some students matriculating in other graduate programs supplement their professional education by earning one of the SLRC Graduate Certificates while earning their MPA, MBA MA, MS or PhD degrees. Depending on the number of free electives in your program, you may be able to earn a graduate certificate without taking additional courses.

1. You must apply to URI again for the new degree program

1. You can fill out an application here: <https://gradcas2019.liasoncas.com/applicant-ux/#/login>
 2. You do not have to supply transcripts again. We have access to the transcripts you supplied for your graduate degree. However, that is a required field in the application, if you have a copy, submit it there, if not, please submit a blank word document in its place.
 3. If you are applying for a new graduate program and paid the graduate application fee within the past 3 years, the application fee will be waived. <https://web.uri.edu/graduate-school/admission/multiple-programs/>
 4. You do not have to request new reference letters; however, you will have to put an email address in the reference section of the electronic application. Enter this email address for both: urigrad@etal.uri.edu
 5. You WILL NEED to submit a resume and letter of intent/ourpose
 6. If you are claiming RI residency you WILL NEED to resubmit these documents to us, please see link below for more information: <http://web.uri.edu/graduate-school/residency/ri-residency/>
2. Once you have submitted your application, you will be blocked from registering for courses on eCampus until an admission decision is made by the Graduate School. Therefore, if you are applying close to the beginning of a semester, make sure you can complete all portions of the application and all application support documents arrive in time for a decision prior to the first day of classes. Please allow two weeks for the application to be processed once all material is received. Alternatively, please enroll in the course you need to take for the next semester prior to submitting your application.
 3. If you do apply but are too late to be accepted into the Graduate Certificate Program prior to your last semester in your master's degree, you will have to enroll in a semester after completing your master's degree. Example: You are finishing your MPA degree in Spring 2013. This includes your fourth course for the Labor Relations certificate. Your application for the LR Certificate is not in time to be admitted to the LR certificate for Spring 2013. Since you must be enrolled in the semester in which a degree or graduate certificate is awarded, you will have to register and pay for a Continuous Registration for Graduation (CRG 999) for either Summer 2013 or Fall 2013. Lesson: Make sure you apply for the Graduate Certificate program and submit a certificate POS prior to your last semester.
 4. If you are admitted to one of the Graduate Certificate Programs, you will have to file a Program of Study (POS) with the Graduate School for the Certificate. Please contact the Director to do this immediately after accepting admission into the program online and matriculating into the certificate program. You will also need to submit a separate Nomination for Graduation during your final semester. <https://web.uri.edu/graduate-school/community-resources/>
 5. In both the MPA and MBA programs, there is currently one required course that can be used to satisfy the four-course certificate requirement,
 1. MPA: LHR/PSC 503- Problems in Public Personnel Administration
 2. MBA: MBA 502- Organizational Behavior