



Negotiation and Mediation Research & Teaching Certificate Program Application Form for Fall 2016

This is an application for the Dispute Resolution Research Center Negotiation and Mediation Research & Teaching Certificate Program for Fall 2016. There are three steps for submitting the application form once it is completed: 1) Complete and print application form (include a Statement of Purpose*); 2) Sign application form; 3) Mail, fax, or scan and email application form.

Personal Information

Name:

First (Given) Name: _____ Middle Initial: _____

Last (Family) Name: _____

Date of Birth (mm/dd/yyyy): _____ Gender: Male Female

Citizenship Information:

Country of Citizenship: _____

U.S. Visa Type: _____ Other Visa Type: _____

Current Address:

Address: _____ City: _____

Address: _____

U.S. State/Canadian Province: _____ U.S. Zip Code/non-U.S. Postal Code: _____

Country: _____ Address Valid until (mm/dd/yyyy): _____

Email: _____

Current Telephone Number: _____ Phone valid until (mm/dd/yyyy): _____

Permanent Address (leave blank if same as current address):

Address: _____ City: _____

Address: _____

U.S. State/Canadian Province: _____ U.S. Zip Code/non-U.S. Postal Code: _____

Country: _____ Address Valid until (mm/dd/yyyy): _____

Permanent Email: _____

Permanent Telephone Number: _____ Phone valid until (mm/dd/yyyy): _____

Post-Secondary Institutions Attended/Test Scores

Current/Most Recent Educational Institution

Degree Earned or Expected: _____

Official Name of Institution: _____

Attended from (mm/dd/yyyy): _____ Attended to (mm/dd/yyyy): _____

Degree Date (mm/dd/yyyy): _____

Describe Major Field: _____

Previous Educational Institution:

Degree Earned or Expected: _____

Official Name of Institution: _____

Attended from (mm/dd/yyyy): _____ Attended to (mm/dd/yyyy): _____

Degree Date (mm/dd/yyyy): _____

Describe Major Field: _____

Test of English as a Foreign Language (TOEFL)

Computer based test

Paper and pencil test

Internet test

Score: _____

Date (mm/dd/yyyy): _____

Or **International English Language Testing System (IELTS)**

Score: _____

Date (mm/dd/yyyy): _____

Statement of Purpose*

Please share your purpose and goals for attending this program in a statement of purpose in 300 to 500 words. Please attach your statement of purpose to your application form.

Program, Payment, and Cancellation Policies:

(Applicants must read this section and check box below before submitting application)

Admissions:

Application deadline is April 1, 2016. Admission decisions will be made by April 30, 2016. Application decisions for those applying early will be made as applications are received.

Health Insurance:

It is expected that participants have their own health insurance, valid in the United States. For international participants, evidence of health care coverage of major medical up to \$100,000 is required. Alternatively, participants can purchase health care coverage for \$25 per week for the duration of the program. You must furnish proof of insurance in English.

Housing:

International participants must demonstrate evidence of U.S. \$3,000 accessible for living expenses while in the program required in the form of a letter from a bank.

Payment:

A deposit of \$1,000 is payable upon admission; the remainder is due by September 1, 2016. The remaining tuition may be paid via check in US dollars written on a US bank, or via wire transfer. Contact DRRC with questions about payment.

Cancellations:

A full refund will be given in the event of a cancellation made on or before July 15, 2016. Cancellations after July 15, 2016 will incur a 50% reduction in a refund of the deposit.

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I have read and understand the admissions, payment, and cancellation policies.

Signature: _____

Date: _____

Steps to submit Application Form:

Step 1:

Print Form

Step 2:

Sign printed application form.

Step 3:

Send to:

Negotiation and Mediation Research & Teaching Certificate Program
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Kellogg School of Management
Northwestern University
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