



Graduate Certificate in Judicial Administration Program

Dear Applicant:

The College of Continuing Education, in conjunction with the Sacramento State Department of Public Policy and Administration, is offering the Graduate Certificate in Judicial Administration (JA) program. One of a few of its kind in the nation, the program was developed in close cooperation with the California Administrative Office of the Courts and others directly involved in judicial administration.

Admission Requirements

To be considered for admission to the JA program, applicants must:

- Hold a bachelor's degree (must be awarded before your first semester in the program)
- Have a GPA of 3.0 for all undergraduate course work and in the last 60 units (strongly recommended)

Application Process

A complete application packet includes the following:

- a. Program application
- b. Statement of purpose
- c. Official transcripts of all colleges and universities attended, other than Sacramento State
- d. Two recommendation forms and attached letters of recommendation
- e. Curriculum vitae or resume demonstrating relevant professional work experience
- f. \$30 non-refundable application-processing fee (check or money order payable to Sacramento State)

Submit application materials together via mail or in-person to:

Sacramento State
College of Continuing Education
Attn: JA program
3000 State University Drive, MS 6103
Sacramento, CA 95819

Questions regarding the JA program should be directed to the program coordinator:
Jessika Morrison

Phone: (916) 278-5878 E-mail: morrisonj@csus.edu



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Personal information included on this form will be kept confidential in order to protect against unauthorized disclosure.

Participant Information

Name: (Last)		(First)	(Middle)	
(Other Names)		Social Security Number	<input type="checkbox"/> Decline to provide SSN <small>While providing your SSN is optional, having it on record will allow Sacramento State to provide you a 1098T and Financial Aid where available. Submit application materials together via mail or in-person. We do not accept applications via email or fax.</small>	
Home Address: (Street)		(City)	(State)	(Zip)
Home Phone		Work Phone	Cell Phone	

E-mail:

Academic Preparation

Please include the names of all colleges and universities attended. Begin with the last institution attended. An official transcript must be submitted for each college and university, other than Sacramento State. Transfer credit included for one college on another college transcript is not acceptable.

Name of Institution	Enrolled From/To	Degree/Major

Employment Information

Please list current place of employment.

Organization/Agency

Job Title

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Statement of Purpose

Please write and attach a statement of purpose [typed, single-spaced and maximum of two (2) pages] addressing your purpose in pursuing a Graduate Certificate in Judicial Administration. It also serves as a writing sample.

Letters of Recommendation

At least two letters are required, one from a supervisor and one from an individual in a professional or academic position familiar with the applicant's work. List them below. Please have each recommender submit the following: 1) JA Recommendation Form; and 2) Letter of Recommendation (on office stationary, if available). JA recommendation form and attached letter of recommendation may be sent under a separate cover.

Name of Recommender

Signature

I certify under penalty of perjury that I have provided complete and accurate responses to the items listed on this application. I further certify that all official documents submitted in support of this application are authentic and unaltered records that pertain to me. I have read and agree to comply with the statements listed above.

Printed Name:

Signature:

Date: