

Mindfulness and Psychotherapy Certificate Program

Instructions for Certificate Application Process

Completed applications must be received by the deadline indicated above. We suggest that you begin the process early and follow-up with individuals/institutions who must submit supporting documentation.

Preparing Your Application

1. Begin the application process by going to the Governors State University Website, <http://applynow.govst.edu>, complete the Application online and pay the required \$50 Application Fee.
2. You must provide evidence of a graduate degree. Request official copies of your transcripts from the graduate programs or institutions you have attended.
3. Certificate applicants must have a minimum cumulative GPA of 3.00 on graduate coursework.

All official Transcripts must be sent to:

Governors State University
Admission Processing
1 University Parkway
University Park, IL 60484

PLEASE NOTE: Your Certificate Program Application and Fee should be submitted immediately. The Certificate Program Application and Fee begins your admission application file. We cannot begin to process your application until these materials are submitted. Following this submission, request and send your official transcripts.

The following materials must be completed and submitted electronically:

1. Go to the Mindfulness and Psychotherapy Certificate website at www.govst.edu where you will find the application forms. These include the Application for Admission forms with Essay Questions, the Employment form, and the Letter of Recommendations form. These are fillable PDF files. You should **submit the forms electronically, to mzell@govst.edu**
2. **About the Letters of Recommendation:** The forms with attached letters should be submitted to you in sealed envelopes provided with the signature of the person providing the recommendation on the outside flap of the envelope. One of these letters should come from a human service professional who can evaluate your capabilities as a clinician and who can assess your personal and professional characteristics as they relate to the incorporation of mindfulness to your psychotherapy practice. Recommendations from fellow applicants or students, personal friends, or family members are not acceptable. **Each Letter of Recommendation Form must also have a written letter attached assessing qualities and characteristics requested on the form.** Applicants should communicate instructions to persons submitting letters of recommendation to help assure that the letters and forms comply with instructions.

The two sealed and signed letters of recommendation should be mailed or hand delivered (Room G114) to the College of Health and Human Services/College of Education – Mindfulness and Psychotherapy Certificate Program:

Governors State University
Mindfulness and Psychotherapy Certificate (Room G114)

**College of Health and Human Services/College of Education
University Park, IL. 60484-0975**

Please read instructions carefully and make sure all procedures are followed. If you need additional information or clarification, please call 708.235-2235.

**Thank you for your interest in the Governors State University Mindfulness and
Psychotherapy Certificate Program**