



THE LANDSCAPE INSTITUTE

Arnold Arboretum *of* Harvard University

30 Chauncy Street, Cambridge, MA 02138

phone: 617.495.8632 · fax: 617.495.8631 · email: landscape@arnarb.harvard.edu

APPLICATION FOR CERTIFICATE ADMISSION

The Admissions Committee of the Landscape Institute meets twice during the academic year to review applications and supporting materials of students applying for the Certificate in Landscape Design, the Certificate in Landscape Design History, and the Certificate in Landscape Design Preservation. Students eligible for the review, in accordance with the requirements listed in the Landscape Institute catalog, must submit a completed form, a non-refundable fee of \$50 payable to the **Arnold Arboretum** and supporting materials by the submission deadline (see Academic Calendar for the year in question). Applicants will be notified by mail of the Committee's decision after all applications have been reviewed.

A completed application includes the following:

1. Parts I and II of this application form.
2. Transcripts from all schools attended since high school.
Note: Landscape Design Program / Radcliffe Seminars transcripts are on file for all Landscape Institute students.
3. Two letters of recommendation. These letters should be written by a current employer or supervisor and a member of the Landscape Institute teaching staff.
4. A current résumé.
5. A non-refundable application fee of \$50, payable to the *Arnold Arboretum*.

The Admissions Committee will act on this application when all the above materials have been received. It is the student's responsibility to see that all materials are received by the application deadline.

In accordance with Harvard University policy, the Landscape Institute does not discriminate against any person on the basis of race, color, sex, sexual orientation, religion, age, national or ethnic origin, political beliefs, veteran status, or disability unrelated to job or course of study requirements in admission to, access to, treatment in, or employment in programs and activities.

The Landscape Institute is strongly committed to protecting the rights of all individuals with disabilities, in accordance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and applicable state regulations. A variety of resources are provided to make all course offerings and programs accessible to all students.

Individuals with disabilities seeking accommodations should contact the Landscape Institute staff at 617-495-8632 or by e-mail at ltoste@arnarb.harvard.edu as far in advance as possible.



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CERTIFICATE APPLICATION FORM

PART I

I am applying to the following Certificate Program (please check one):

- Certificate in Landscape Design Certificate in Landscape Design History
 Certificate in Landscape Design Preservation

Name _____

(Previous Name) _____

Address _____

Telephone: Home _____ Work _____

E-Mail _____ Fax _____

EDUCATIONAL STATUS (List most recent degree first)

Year _____ School _____

Major _____ Degree _____

CURRENT OR MOST RECENT EMPLOYMENT

Dates: _____

Employer: _____

Job title and description: _____

Hours per week: _____

VOLUNTEER EXPERIENCE

(List responsibilities in professional, volunteer, and/or community affairs)

Dates: _____ Hours per week: _____

Employer: _____

Job title and description: _____

PART II

Analyze your reasons for applying to the Certificate Program.

This analysis should include *(Please use a separate sheet of paper if necessary)*:

1. Past experience and/or training that has led you to this point.
2. A statement of your long-term career goals, and how you anticipate incorporating the experience you have had in the Certificate Programs in Landscape Design and Landscape Design History into your particular career plans.
3. Any other information you believe is important to this application.

RECOMMENDATIONS

Please name the persons from whom we will receive recommendations:

Recommendation #1

Name _____

Title _____

Institution _____

Recommendation #2

Name _____

Title _____

Institution _____