

PHI Certificate Online Application Instructions

Please click [here](#) to access the online application links.

The following detailed instructions can be used to assist you in completing the application. We will process your application when all required documents are received. You will receive an acceptance letter via email after your application has been processed. **Please Note: This application will not be accepted for degree-seeking applicants. If you wish to apply as a degree-seeking applicant, please visit www.sophas.org to complete the application process.**

Online Application Required Sections:

Note: Do not complete the recommender section of the application. Recommendations are not required; therefore they will not be processed with your application.

Biographical Information

This section will be completed when you create your account.

Program Information

Please complete the following fields as indicated below.

1. Select your intended program of study – "Certificate – Informatics (Campus based)."
2. Indicate your intended entry term.
3. Select the button for part-time enrollment.
4. Program Affiliation – If you are an Emory University employee please select "Emory Employee" from the drop down.

Education

List all the colleges and universities at which you have completed coursework, including your present school by clicking "School." You may ignore the GPA field. Select "Add Degree(s)/Major(s)" when applicable. Repeat this process for each school attended.

Work Experience

Please provide the following information for your current employer.

1. Employer (city, state and phone number)
2. Employment dates
3. Ending job title.

Test Scores

International applicants are required to provide TOEFL scores. If applicable, please enter your test information.

Attach Documents

You may upload your resume/curriculum vitae and statement of interest with the online application. When attaching files, you must select the appropriate document type for each required document.

Submit Application

After you have completed the required sections of the application, select "Submit Application." You must read and acknowledge the Statement of Ethics and Integrity by selecting the box at the end of the statement. Select "Submit Application" again to finalize the application.

You may email sphadmissions@emory.edu with any questions regarding the application process.

*Applications are administered in accordance with the information provided by the applicant on the completed application form. If an applicant wishes to alter any information stated on the application, those changes **must** be submitted in writing.*