

## **Risk Management & Insurance Certificate Program**

**SECTION I: Your application will be reviewed when the following materials have been received:**

- ❖ Completed Application Form
- ❖ Non-refundable application fee of \$50 payable to “USM School of Business”
- ❖ Official transcripts, or copies of official transcripts, from all colleges or universities that granted prior degree(s)
- ❖ Current resume

**Submit all materials to:**

USM School of Business  
RMI Certificate Program  
PO Box 9300  
Portland, Maine 04104



**SECTION III:**

19. Please submit a current resume with this application that contains information on all employment within the last five years. Please include a brief description of each job and your responsibilities.

**Please note:** Acceptance to this certificate program through the University of Southern Maine School of Business does not constitute acceptance into any of USM's degree programs. Should you wish to enroll in a degree program at USM, you must submit a separate application. Please contact the Office of Undergraduate Admission at 1-800-800-4USM or visit [www.usm.maine.edu/admit](http://www.usm.maine.edu/admit) for more information.

By my signature, I certify that to the best of my knowledge and belief, the information provided in this application is correct and complete and I agree to provide substantiation or documentation if requested by the University.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The University of Southern Maine shall not discriminate on the basis of race, color, religion, sex, sexual orientation, national origin, or citizenship status, age, disability, or veteran's status in employment, education, and all areas of the University. The University provides reasonable accommodations to qualified individuals with disabilities upon request. Questions and complaints about discrimination in any area of the University should be directed to the campus compliance officer, 7 College Avenue, 780-5094, TTY, 780-5646.