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# YALE CLEAN AND EQUITABLE ENERGY DEVELOPMENT (CEED) CERTIFICATE PROGRAM



## Application Readiness Checklist

The application readiness checklist is meant to help you prepare your application to the Yale Clean and Equitable Energy Development (CEED) Certificate Program, and make the process as easy as possible. For guaranteed consideration of your application, all the required materials below must be submitted electronically to the [Certificate Application System](#) no later than the admissions deadline.

English translations are required for all documents not published in English. Translations do not need to be notarized.

## Required Materials

- Completed online application form** including the name, title, organization and email address of someone who will act as your reference.
- Resume or CV**
  - Recommended length of two pages and maximum three pages.
  - Please include dates of service, employers, titles, nature of duties, and any significant volunteer experience.
  - Please note for each job/internship/volunteer position whether it was full or part time, and list original research work, reports, or publications.
  - Documents should be submitted in a single PDF with the following naming convention: "LastName\_FirstName\_Resume".
- Letter of recommendation** from a professional or academic supervisor.
  - Provide the contact information of one reference. When you complete your application, the system will automatically send the recommendation form to the recommender contact email you provide. Be sure to list a professional email address for your recommender (i.e. personal email addresses, such as those from Gmail or Yahoo, are not appropriate).
  - The letter must be submitted prior to the deadline noted above for your application to be considered complete. **Note that your recommender will NOT receive a reminder from Yale and it is up to you to ensure they submit the letter.**
  - Your recommendation should come from someone who knows you professionally and can attest to your ability to succeed in a rigorous academic program and/or implement the program to create positive impact.

**Short answers - 300 words each max - to all the following essay prompts:**

- Please describe your personal, professional and/or academic experience and how this certificate from Yale will help you accomplish goals related to energy justice, climate change and/or the Just Energy Transition.
- Describe your expectations and plans after finishing the CEED program. Do you have a specific project, initiative or proposal that you are working on or that you plan to be working on?

**A PDF copy of your TOEFL or IELTS test score report.**

- This is required (i) if your native language is not English, and (ii) if your undergraduate or graduate degree was not granted at an institution where English is the official language of instruction, and (iii) if you have not worked in an organization where English is the primary language used for communication.
- The score report should be uploaded directly into the online application system.
- Documents should be submitted in a single PDF with the following naming convention: "LastName\_FirstName\_ScoreReport".

**If applying for a scholarship, short statement - 300 words max - on the topic below:**

- Please explain why you are seeking a scholarship. Your statement should provide details on how this program will help you reach your goals and create on-the-ground impact toward accelerating the Just Energy Transition (such as how you intend to use the skills and knowledge learned in this program, including with traditionally hard-to-reach populations and communities), as well as any personal circumstances, hardships, or barriers to attendance that you wish the reviewers to know about. Please be specific.
- No additional material is required. Please do NOT send us any financial information as part of your application; it will not be reviewed.
- Note: Scholarships are evaluated holistically. The admissions review committee will take into consideration all of your application materials, in addition to the scholarship essay. Scholarships are highly competitive and currently limited to up to 75% of the total tuition rate. The highest level of scholarship is awarded to a very small number of exceptionally qualified applicants, and the average scholarship is around \$500.

## Optional Materials

- Scanned or electronic transcript** (official or unofficial) that demonstrates the completion of a four-year bachelor's degree in any subject from (a) an accredited U.S. college or university or (b) an international equivalent.
  - While transcripts are optional, keep in mind they might be helpful for demonstrating to the admissions review committee your ability to succeed in an academically rigorous program, and/or your familiarity with topics relevant to the program's content (which may or may not be limited in your professional work experience).
  - Upload transcripts must be scanned at a high enough quality that they are fully legible and must officially list:
    - Your name;
    - The name of your college/university;
    - Your GPA or grade information;
    - Your degree; and
    - The date your degree was awarded.
  - If the transcript does not include the date of graduation and the type of degree awarded, a scanned copy of your diploma should be included in the PDF.
  - Documents should be submitted in a single PDF with the following naming convention: "LastName\_FirstName\_Transcript".