

Introduction

Thank you for your interest in the SANS Technology Institute's undergraduate certificate program in Applied Cybersecurity. This document leads you through the required steps in the process and may be used as a checklist for completion.

Minimum Program Requirements

Before you complete the application materials, please confirm you meet the minimum criteria required of all applicants:

- Have completed at least 48 college credits from a recognized college or university, or obtained the equivalent international education, with a minimum cumulative grade point average of 2.80.
- Be at least 18 years old at the time of enrollment.
- Be a native English speaker or be able to meet the [requirements for non-native English speakers](#).

Admissions Deadlines

Application deadlines fall on the 15th of each month and application review takes up to 30 days.

If admitted, students will be eligible to join the next available [New Student Orientation](#) (NSO), which begins the first of each month. Only after a student completes New Student Orientation will they be allowed to register for their first course.

Example Admissions Timeline: For applications submitted by May 15th, applicants will be notified of an admissions decision within 30 days, on or before June 15th and then begin New Student Orientation (NSO) on July 1st.

Application Requirements

All application materials, with the exception of the application fee and official transcripts, will be submitted online at apply.sans.edu. All applicants must submit the following:

- A. Application Form
 - To log into the application portal, you must create a SANS account at <https://www.sans.org/account/create>. If you already have an account, please log into the undergraduate application using your SANS account credentials.
 - The application can be found online at apply.sans.edu and you will be guided through each step.
The application will not be reviewed for admission until all supporting documents are submitted.
- B. Current Résumé

- C. Official Transcripts
- D. Application Fee
- E. Aptitude Assessment

Application Details

Current Résumé (optional)

If you have a current résumé, we welcome you to share it with us so we can learn about your work experience. If you need help writing a resume, please see Appendix 1 for guidance.

Official Transcripts

Students must submit official transcripts as part of the application.

- If you hold a bachelor's degree or higher, please only submit transcripts from schools where a degree was conferred.
- If you do not hold a bachelor's degree, please submit transcripts from all schools where you have been enrolled.

All transcripts submissions must be official, which means they are sent directly from your prior school(s) to SANS.edu with no student contact involved.

Please have your college/university submit an official copy of your transcript directly to transcripts@sans.edu.

If electronic delivery is not an option, please mail official, sealed copies to:

SANS Technology Institute
PO Box 184
Pella, IA 50219

INTERNATIONAL STUDENTS: If submitting a transcript from a college/university outside of the United States, please first review the requirements for international students (<https://www.sans.edu/admissions/international>).

Submit the Application Fee

In order to complete the application process, students must submit the non-refundable \$35 application fee. The fee can be paid online through our [payment suite](#).

Aptitude Assessment

Applicants to the undergraduate certificate program are not required to have prior experience in cybersecurity.

To help us understand your current level of knowledge, we require all applicants to complete an online aptitude assessment.

After starting an application, you will receive an email with an access code and instructions for completing the aptitude assessment. You will have two hours to complete the assessment, which will cover areas such as networking concepts, operating systems, and general information security aptitude. Do not be concerned if you are unfamiliar with any of the topics covered in the assessment. Our program was designed to provide you with the foundational knowledge and skills you need to enter the cybersecurity workforce, even if you are new to the field.

Additional Instructions for International Students

Please review the full set of additional application requirements at <https://www.sans.edu/admissions/international>.

Additional Instructions for Student Veterans

Please review the full set of additional application requirements at <https://www.sans.edu/veterans/admissions>.

Conclusion

The SANS Technology Institute aspires to be the preeminent institution of higher learning translating contemporary information security practice and scholarship into effective educational experiences. Attracting and selecting the very best candidates for our program are critical elements to achieve this goal.

We thank you for your interest and wish you success with your application.

If you have questions during the application process, please email info@sans.edu.

Appendix 1 – Resume Guidance

Formatting

SANS.edu recommends the following formatting:

- A Sans-Serif font, like Arial or Calibri
- Size 14 font for your name, and size 11 font for all other content
- No more than 2 pages in length
- 1" margins, which you may expand to .75" margins, if necessary for space

Things to consider:

- You should consider white space and how your resume uses bolded and italicized font to distinguish important details.
- Take an overall glance at your resume - does the spacing and title formatting allow you to easily find key sections and details? If you were a recruiter looking at this document for the first time, could you navigate to a certain detail (example: certifications held) in less than 5 seconds? If not, reconsider your format!

Content

We suggest your resume contain the following content sections:

- **Contact information:** Include any digital profiles as appropriate, especially your customized LinkedIn URL
- **Security Clearance:** *If* you have clearance. If you do not have clearance, do not include this section.
- **Professional Summary:** A professional summary is another brief glance at your personal brand. Professional summaries are often less conversational and more straightforward.
- **Competencies and Skills:** We recommend including specific designations for **Technical Skills, Tools** with which you're proficient, **Hardware/OS** with which you're experienced, and **Professional Skills**. DO NOT "stretch" or lie about your skills.
- **Education & Certifications:** Spell out any acronyms and certifications listed. You may choose to list non-cyber or tech education at the end of your resume, or may choose to list it later if you have significant experience that would warrant more prominent positioning.
- **Experience:** List no more than 10 years of experience in *descending* chronological order (most recent first). Both work experience and personal projects/pursuits in cybersecurity matter here! If you have had significant work experience in the field, you may choose to separate this category into "Work Experience" and "Personal Projects." If you are new to the field with less work experience, personal projects showcase your skills in actual use cases.