DIGITAL MEDIA CERTIFICATE PROGRAM
APPLICATION INSTRUCTIONS

Please turn in a completed application, immunization form, essay, personal reference letters in person, by email or mail to address below. Official transcripts must be mailed directly to our office from the school. Incomplete applications and requested support materials will not be processed.

Completed Applications & Support Materials are due prior to attending the pre-certificate course. See www.lsus.edu/ave for Pre-Certificate Course Dates

Mailing Address
LSU Shreveport
Attention: Maria Scott
Digital Media Certificate Program
One University Place
Technology Center, Room 224
Shreveport, LA 71115

Email
avei@lsus.edu

1. Complete and submit an application. Please indicate Day or Evening Session Admission. Admission is open to all adult students with a high school diploma or General Equivalency Diploma (GED).


3. Request your high school to mail an official transcript directly to our office at the address below.

4. If appropriate, submit your General Equivalency Diploma (GED) or Home School Transcript.

5. Request that an official transcript from each college previously attended be mailed directly to our office at the address above.

6. Provide proof of immunization as defined in the Immunization Policy or sign the waiver in the Request for Exemption section on the Immunization form.

7. Type a one page essay explaining why you are interested in the program AND the profession. Be sure to include your name on the essay. Essays may be mailed, emailed or delivered to our office.
8. Provide two letters of recommendation.

   o One professional recommendation from a supervisor. We are seeking objectivity in the letter and we want to hear from someone who can assess both your strengths and your weaknesses.

   o The second letter can be professional or personal. These letters can give us a different perspective of your skill sets outside of your professional environment. There is no preference on who supplies your second letter of recommendation; our only guideline is that it should add new and valuable insights to your application.

Pre-Certificate Course

All applicants will complete a one-month pre-certificate course, during which time they will be trained in the basics, tested and challenged to see their suitability for the program and field. Please visit www.lsus.edu/ave for scheduled dates.

Following the one-month course, the candidates will be selected by an industry panel drawn from the local digital media companies to be seated in the remainder of the eleven-month full-time program. Placement counseling will be provided upon successful completion of the program.

Scholarship Opportunity

Caddo Parish residents who qualify and successfully complete the pre-certificate course will be eligible for scholarships provided by the Caddo Parish Commission.

Caddo Parish residents can qualify for tuition-based scholarships for the program. (Fees are not included in scholarship)

Contact Us
Maria Scott
Digital Media Certificate Program
LSU Shreveport
One University Place
Technology Center, Room 224
Shreveport, LA 71115
Phone: (318) 795-2480
Email: avei@lsus.edu