

Dear Fall Qualifier,

Congratulations! Because of the exceptionally high score you received on your Microsoft Office Specialist exam, you have been named as your State Champion and selected to compete in [Certiport's 2025 Microsoft Office Specialist U.S. National Championship](#) at the Gaylord Texan Resort & Convention Center in Dallas, Texas, June 16-18, 2025. If you qualified in multiple exam tracks, you will need to select one to compete in.

You are invited to represent your state and compete in your program in the 2025 Microsoft Office Specialist U.S. National Championship. At the competition, you will compete against the other top-scoring students across the country to win scholarships, prizes, trophies, certificates, the title of U.S. National Champion, and an all-expenses-paid trip to the [Microsoft Office Specialist World Championship](#).

Your invitation includes access for you and one chaperone (chaperones are optional if over 18 years old) to all student parties, meals, student networking events, and the Microsoft-sponsored Student Lounge, which includes arcade and video games, snacks, activities, and more. While hotel and transportation costs are not included in your invitation, you are invited to apply for the 2025 Microsoft Office Specialist travel scholarship during the online registration, which will cover your flight and hotel costs of up to \$1,000. We also encourage you to explore other funding options, as listed [here](#).

Below is more information about the event schedule, along with the next steps to accept your invitation.

STEPS TO REGISTER

To confirm participation and register for the event, you must complete the steps detailed below. **THE OFFICIAL STUDENT, CHAPERONE, AND ADDITIONAL GUEST REGISTRATION MUST BE COMPLETED BY JANUARY 13, 2025.**

1. *Registration – release form:*
Fill out the student release form linked [here](#) and upload to your registration form (next step).
2. *Registration- online registration form:*
Complete the online registration [here](#). Remember, chaperones and additional guests must also complete their own registration using this link. Student registration must be complete by January 13, 2025.
3. *Reserve your hotel:*
Once those items are complete, don't forget to *reserve your hotel room* [here](#). Students and chaperones are responsible for reserving and paying for their own accommodations. The link provided above gives you access to discounted rooms at the event hotel.
4. *Finalize your travel plans:*

Make sure to also *reserve your flights* or other travel plans as soon as possible. The closest airport is Dallas Fort Worth (DFW). Students are responsible for booking and paying for their flights, as well as for their chaperones and guests (if applicable).

Students are encouraged to apply for the travel scholarship during the online registration and explore funding options. To learn more, visit <https://us.moschampionship.com/funding/>.

WHAT TO EXPECT

Event: 2025 Microsoft Office Specialist U.S. National Championship

Dates: June 16-18, 2025

Location: Gaylord Texan Resort & Convention Center

The 2025 Microsoft Office Specialist U.S. National Championship is an event that provides you with an opportunity to network, compete, earn recognition, and learn professional skills.

On Monday, June 16, you will get to enjoy the student lounge and participate in activities, make new friends, and celebrate your achievements. Throughout the day, you are invited to participate in competitor leadership workshops that help you further develop your professional skills and prepare you for your future career. If you attend all the sessions, you will earn a professional development Credly badge for your LinkedIn profile. In the evening, you and your chaperone are invited to attend the Student Networking Party, which will include dinner, a DJ, and fun activities.

On Tuesday, June 17, you and the other competitors will take your Microsoft Office Specialist U.S. National Championship exam. You will be assigned a testing session when you check-in. When you are not testing, you will have free time that you can use to explore Dallas, hang out in the student lounge, or relax. For dinner, you and your chaperone will get a Visa gift card to purchase dinner offsite.

On Wednesday, June 18, Certiport will announce the Champions who will be invited to represent the United States at the [2025 Microsoft Office Specialist World Championship](#) in Orlando, Florida, on July 27– 30, 2025. One National Champion in each of the following competitive exam tracks will be named, and will receive an all-expenses-paid trip (including lodging and travel) to the Microsoft Office Specialist World Championship:

- Microsoft Office Specialist – Word (Office 2019)
- Microsoft Office Specialist – Excel (Office 2019)
- Microsoft Office Specialist – PowerPoint (Office 2019)
- Microsoft Office Specialist – Word (Microsoft 365 Apps)
- Microsoft Office Specialist – Excel (Microsoft 365 Apps)
- Microsoft Office Specialist – PowerPoint (Microsoft 365 Apps)

SCHEDULE

(Subject to Change)

MONDAY, JUNE 16, 2025

9:00 am - 5:00 pm	Student registration and check-in
7:00 am - 5:00 pm	Student Lounge <i>The student lounge will be open all day and feature arcade games, video games, snacks, and more!</i>
9:00 am -10:00 am	Competitor leadership workshop 1
11:30 am - 1:00 pm	Lunch
1:00 pm - 2:00 pm	Competitor leadership workshop 2
4:00 pm - 5:00 pm	Competitor leadership workshop 3
5:00 pm - 5:30 pm	Student orientation
6:00 pm	Student dinner kick-off networking party

TUESDAY, JUNE 17, 2025

7:30 am - 9:00 am	Breakfast
9:00 am - 6:00 pm	Student lounge (Open to students who are not testing)
9:00 am - 3:00 pm	MOS U.S. National Championship Testing
12:00 pm - 1:00 pm	Lunch
6:30 pm	<i>Students and registered chaperones will be given a Visa gift card to purchase dinner offsite</i>

WEDNESDAY, JUNE 18, 2025

7:00 am - 7:30 am	Awards ceremony rehearsal
7:30 am - 9:00 am	Breakfast
9:00 am - 10:00 am	Closing general session
10:30 am - 11:30 am	Adobe Certified Professional U.S. National Championship, presented by Certiport, award ceremony
11:30 AM - 12:00 PM	Lunch
12:00 PM - 1:30 PM	Microsoft Office Specialist U.S. National Championship award ceremony

Interested in learning more about what to expect at the event? Join us for the U.S. National Championship - Qualifier informational webinar on January 6, 2025, at 4:00 p.m. ET. [You can register for the webinar here.](#) If you are unable to attend, please register and a recording will be sent to you after the session.

Congratulations! We look forward to seeing you in Dallas.

