



# Application for Completion of Undergraduate Certificate

Certificates are awarded the next available conferral date after all coursework has been completed, approved by the granting college, and verified by Graduation Services. *Please note: This application is for undergraduate certificates only.* A **\$15.00** fee will be placed on the student's Bursar's account upon receipt of this application.

## Part I. Student Information

Name: \_\_\_\_\_ SID: \_\_\_\_\_  
*Last First Middle*

## Part II. Certificate Information

Undergraduate Certificate in \_\_\_\_\_  
*Certificate Title*

Certificate College \_\_\_\_\_ EGT \_\_\_\_\_ Certificate Catalog Year \_\_\_\_\_

## Part III. Certificate Coursework

Please make sure the ADVIP is running "Satisfied" for this certificate.

## Part IV. Approval Signatures

By signing below, we certify the attached checklist of courses will satisfy the listed certificate requirements.

\_\_\_\_\_  
Student Signature Date

\_\_\_\_\_  
Department Approval Date Phone

\_\_\_\_\_  
College Approval Date Phone

*College Approver: Please return this form to your Graduation Services Advisor.*

## Part V. Graduation Services Verification

\_\_\_\_\_  
Certificate Awarded (Term) Graduation Services Advisor Date