



**Undergraduate Certificate
Program Application**

Use this form when a student is completing the requirements for an undergraduate certificate program.

Student's Name:		Student ID:	
Certificate Title:			
Undergraduate Certificate Plan Number:			
Anticipated Certificate Program Completion Term:			
<input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer Year:			
Department/College:			
Program Director/Dean/Department Chair Name:			
Contact Person <i>(if different than above):</i>			
Email Address:		Campus Mail Zip: +	Campus Telephone Extension:
Signature :		Date :	

Next steps:

- Submit the completed Undergraduate Certificate Program Application to the Office of the University Registrar (+6208) within 6 weeks of the conclusion of the anticipated certificate program completion term.
- At the conclusion of the anticipated certificate program completion term, the Office of the University Registrar will verify completion of certificate requirements via DARS, verify that the student has no outstanding financial obligations to the university and post the undergraduate certificate to the student's academic record.
- Once the certificate has been posted to the student's academic record, the Office of the University Registrar will print the official undergraduate certificate and mail it to the student's home address on record.