

## Application for Completion of Undergraduate Certificate

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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

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

### Part II. Certificate Information

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

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

### Part III. Certificate Coursework

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

### Part IV. Approval Signatures

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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

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