

Certificate Application Form Instructions

- Complete the Certificate Application Form
- Pay the \$15 application processing fee at Cashiers – MSR 110*
- Please notify Enrollment Services if your certificate mailing address changes after submitting this form

Procedures for Applying for Certificates

Step 1:

Within the first two weeks of a term in which the work is to be completed, it is recommended that a candidate for a certificate should submit a Certificate Application Form online or in person and submit it to the Enrollment Services Office located in the Mary Stuart Rogers building (MSR), Suite #120.

Step 2:

Once the form is completed, pay for Certificate Application Form Fee in Cashier Services located in MSR, Suite #100.

Step 3:

Submit the Certificate Application Form to Enrollment Services located in MSR, Suite #120.

Step 4:

Once the Certificate Approval Form is submitted to Enrollment Services, an Evaluator will begin the evaluation process and create a Certificate Approval Form. You will receive the Certificate Approval Form in the mail. This process will take up to 8-10 weeks (this may take longer depending on the volume). If you do not receive your Certificate Approval Form in 8-10 weeks, please contact your evaluator.

Step 5:

Each student is required to obtain signatures from the appropriate faculty. When the Certificate Approval Form is received, it will come with a sheet of instructions to ensure that each student completes the Certificate Approval Form correctly. When all signatures are obtained, submit the Certificate Application Form to Enrollment Services located in MSR, Suite #120.

Step 6:

The clearing process will begin after final grades have been posted and will take 6-8 weeks. Certificates are ordered only after grades have cleared. A notification of the anticipated date certificates will be mailed along with the verification of certificate letter. The certificate will be placed on the student's official transcript.

**A student who does not meet all degree requirements for the term requested, will be required to reapply for the certificate for the term in which all requirements will be satisfied and pay a \$10 re-application fee.*