



For Office Use Only
 Posted By: _____ Date Posted: _____
 Degree Status: _____

Office of the Registrar

Graduate Declaration and Change of University Certificate Form

INSTRUCTIONS

Instructions for Declaring/Adding/Dropping a University Certificate

1. You must submit a separate form for EACH university certificate you are adding or dropping.
2. Print an unofficial transcript via ESTHER.
3. Verify your degree.
4. Complete the form and indicate if you are adding or dropping the university certificate.
5. Take the completed forms(s) and transcript(s) to your director of graduate study for approval.
6. Obtain approval and signature from appropriate university certificate advisor.
7. Return the completed form(s) to the Office of the Registrar.
8. If the form(s) cannot be signed immediately, leave them with the department and request department to forward the signed form(s) to the Office of the Registrar.

STUDENT INFORMATION

Student ID: _____ Name: _____
Last Name First Name Middle Name

Email: _____ Phone: _____

CURRENT DEGREE(S) AND UNIVERSITY CERTIFICATE(S)

Degree(s) Sought: _____ Previously Declared University Certificate(s): _____

Department/Graduate Program: _____

Approval of Director of Graduate Studies: _____ Date: _____

CERTIFICATE ADVISOR APPROVAL TO ADD/DROP UNIVERSITY CERTIFICATE

Please **ADD** **DROP** the following university certificate:
 University Certificate (specify one): _____

I acknowledge that this student's intention to pursue the _____ university certificate.

Printed Name: _____ Authorized Signature: _____

Department: _____ MS (Mail-Stop): _____

Comments: _____ Date: _____

When completed, please return the original to the Office of the Registrar, MS 57, 116 Allen Center.

STUDENT SIGNATURE

Student Signature: _____ Date: _____