

Illinois State University
Office of the University Registrar
APPLICATION FOR NON-DEGREE CERTIFICATE COMPLETION

(This application is for Graduate or Undergraduate certificate completion.)

Complete and return this application in person or by mail by the [published deadline](#).

In Person: **Registrar Service Center**
107 Moulton Hall

Mail to: **Evaluation Services**
Campus Box 2202
Normal, IL 61790-2202

- In the semester you plan to finish all Certificate requirements, submit this Application for Non-Degree Certificate Completion by the deadline on the [Office of the University Registrar Graduation website](#).
 - A separate application must be submitted for each certificate you are completing. No application fee is required at this time.
 - Commencement ceremonies are limited to degree-seeking students. Students completing only a certificate are not eligible to participate in commencement ceremonies.
- **PLEASE READ:** This Application for Certificate Completion cannot be processed until you have been admitted into your certificate program. Admission into a degree program does not constitute admission into a certificate program. If you have not applied for admission to your certificate program, please do so as soon as possible by visiting the [Office of Admissions website](#).
- Upon acceptance of this Application for Non-Degree Certificate Completion, and after final grades have posted for the completion term, the Evaluation Services staff will perform an audit to determine if all certificate requirements have been met.
 - If all requirements have been fulfilled, the certificate will be awarded. You will receive your certificate in the mail approximately 8 – 10 weeks following the end of the completion term.
 - If deficiencies are found, a notice will be emailed to your @ilstu.edu email and to your program coordinator/advisor.
 - If all requirements have not been met by the deadline, your Application for Certificate Completion will be cancelled. You must submit another Application for Certificate Completion in the semester you plan to complete the certificate requirements.

Provide your NAME as you desire it to be printed on your certificate.

First *Middle and/or Maiden (if desired)* *Last*

Provide your ADDRESS to which your certificate will be mailed 8 – 10 weeks after the end of the completion term.

Street Address *City, State, Zip Code (Include Country if mailing to an international address.)*

Provide your EMAIL ADDRESS and PHONE NUMBER to help us reach you, if needed.

Email Address *Phone Number*

Provide the TITLE of the CERTIFICATE you are completing.

Title of Certificate

Indicate (X) the MONTH, and provide the YEAR (YYYY), in which you will have all certificate requirements completed and be eligible to earn your certificate. Certificates are only awarded in May, August and December.

May _____ August _____ December _____ in the Year of _____.

Provide your SIGNATURE, UID, and DATE of application.

Applicant's Signature *University ID Number* *Date*