Illinois State University
Office of the University Registrar
Campus Box 2202
Normal, IL 61790

NOT CURRENTLY ENROLLED

APPLICATION FOR CERTIFICATE COMPLETION

The semester before you plan to finish all certificate requirements, submit this application by the deadline. A separate application must be submitted for each certificate you are completing.

This application for Certificate Completion cannot be processed until you have been admitted into the certificate program. Admission into a degree program does not constitute admission into a certificate program. If you have not applied for admission to the certificate program, please do so as soon as possible by visiting the Office of Admissions website.

After your Application for Certificate Completion is accepted and final grades for the graduating term are posted, staff will audit your record to determine whether you have met all certificate requirements.

- If all requirements have been fulfilled, the certificate will be awarded.
- 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 then submit another Application for Certificate Completion in the semester you plan to complete the certificate requirements.

Date University Identification No.

Please provide your name as desired on your certificate. (Please print Last, First, Middle and/or Maiden)

Last First Middle and/or Maiden

Please provide a mailing address for your certificate. (Certificates will be mailed approximately three months after the completion date. Provide an address that will be valid then.)

Street Address Apt. # City State Zip Code

Non-ISU Email Address Phone Number

Choose the **month** that you will have all requirements for your certificate completed:

May August December

Choose the **year** that you will have all requirements for your certificate completed:

2026 2027

*Students completing only a certificate(s) are not eligible to participate in Commencement. Information about Commencement ceremony participation is available on the Commencement website: https://illinoisstate.edu/commencement/

Name of the certificate you plan to receive:

Will you be using transfer credit not currently on your record to complete your certificate requirements? There are limits on the amount of transfer credit accepted for certificates.

Please select one: Yes No

Your Signature

Please submit this application in paper form:
In person at the Student Accounts Building located at 605 West Dry Grove St.,
or by mail to: Illinois State University
Student Accounts
Campus Box 1210
Normal, IL 61790-1210

Payment of the $25 certification completion fee
is required by cash or check at the time of application.
Checks should be made payable to Illinois State University.

CASHIER USE ONLY