



## APPLICATION FOR CERTIFICATE PROGRAM COMPLETION

**Please read carefully.**

To be used for Regent's approved certificate programs and not for Bachelor, Masters, or Doctoral degrees. Fill out a separate application for each certificate you plan to receive. For a certificate to be awarded at the end of a fall or spring semester, **this application must be received in the Registrar's Office at the address above by the Friday of finals week.** The summer term deadline is the last day of the eight-week summer term.

\_\_\_\_\_  
Name (first, middle, last) PLEASE PRINT

\_\_\_\_\_  
Student ID

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Current E-mail Address

\_\_\_\_\_  
Year of completion

Semester of completion:     Spring     Summer     Fall

\_\_\_\_\_  
College

\_\_\_\_\_  
Certificate Program Name

Graduate

Undergraduate

Please check one of the boxes below to indicate the desired delivery method for your certificate.  
Certificates are available approximately six weeks after the end of the semester of completion.

**All Bursar accounts and Financial Aid holds must be cleared before certificates will be mailed or available for pick up.**

**Pick up** - Certificates will be available at the Office of the Registrar, 322 Student Union. Please bring photo identification.

**Third Party Pick up** - Your designee must bring photo identification to the Office of the Registrar at 322 Student Union.

Third party name: \_\_\_\_\_

**Mail to address listed below** - Delivery is by first class mail. No tracking method will be available with this option. In the unlikely event that the certificate is lost in the mail, the replacement cost will be \$35.00.

\_\_\_\_\_  
First Name

\_\_\_\_\_  
Middle Name

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Postal Code

**Federal Express delivery or Outside U.S. delivery-**

Diplomas requiring express mail delivery or being sent overseas require the use of the EShipGlobal service. See <https://study.eshipglobal.com> for mailing instructions.

**Note:** Please note that if you have requested a directory information hold (also known as a 'Buckley Flag') this will prevent your name from appearing in announcements and publications, and prevent the University from releasing your completion information to third parties, including potential employers. To release a Directory Information Hold, contact the Office of the Registrar.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

