

Please Carefully Read Below Before Completing This Form

Instructions

- 1) Fill out this form completely before submitting. Incomplete forms will not be reviewed.
- 2) Identify the certificate for which you are applying.
- 3) List all required courses for the certificate including semester of completion and grade received for each course.
- 4) Please submit form to Student Academic Services: Boca Campus (Fleming West 102) or Davie Campus (Liberal Arts 444) or fax: 561-297-3978.
- 5) Upon successful completion of the requirements, the certificate will be mailed to the address listed below, and your official transcript will note certificate achievement.

Please Note:

- This form can be used to apply for Certificates issued by the College of Business only.
- College of business certificates require 100% residency: all courses must be taken at FAU.
- All required courses (listed below) should be either completed or in-progress at the time of application.
- **FOR DEGREE SEEKING STUDENTS, A CERTIFICATE APPLICATION MUST BE COMPLETED AND PROCESSED BEFORE GRADUATION. IF ALL CERTIFICATE COURSES WERE COMPLETED WITH, OR BEFORE, YOUR DEGREE THEN A CERTIFICATE CANNOT BE PROCESSED AFTER YOUR DEGREE IS AWARDED.**

Last Name: _____ First Name: _____ Student ID: Z# _____

Daytime phone #: (____) _____ - _____ FAU E-mail (required): _____@fau.edu

Major(s): _____

Name (exactly as you want it printed on the certificate):

Address (to mail certificate): _____

In the area below: Identify the certificate name, each required course and when it was completed. If you are currently enrolled in a course, indicate "IP" for "In Progress."

Certificate Name _____

Required Course / Semester of Completion / Grade Received:

Notes:

Approved / Denied On: _____ By: _____ Mailed to Student On: _____ By: _____