

**Please Carefully Read Below Before Completing This Petition**

**Instructions**

- 1) Fill out petition completely before submitting. Incomplete petitions 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.
- 6) You can anticipate receiving certificate four weeks after completing course work.

**Please Note:**

- This form can be used to apply for Certificates issued by the College of Business.
- All required courses (listed below) should be either completed or in-progress at the time of application.
- There is a \$100 fee for students, who are not simultaneously earning a degree from FAU, or who have never earned a degree from FAU. Otherwise, there is no separate fee.

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): \_\_\_\_\_

\_\_\_\_\_

Identify the certificate, each required course and when it was completed below. 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: \_\_\_\_\_