APPLICATION FOR GRADUATE CERTIFICATE

Application Deadline
Fall - September 15  
Spring - February 15  
Summer - June 15

Completed form should be taken to Enrollment Services Center for processing. Student must present valid photo ID at Enrollment Services at time of processing. Effective date of this request is the date it is processed at Enrollment Services.

The student's completion of a certificate program, with or without completion of a degree program, will be recorded on the student's transcript if the following condition is met: the student's Certificate Program Advisor has prepared a Certificate Degree Plan, which will be sent to the Office of the Registrar prior to the end of the semester in which the student completes the requirements of the certificate program.

It is the responsibility of the student to meet with the Certificate Program Advisor during the last semester of certificate coursework in order to determine that all requirements of completion are met.

The student's completion of a certificate program, with or without completion of a degree program, will be recorded on the student's transcript. Students who complete a certificate program do not receive a University diploma.

Student's First Name:  
Middle:  
Last:  

myUTSA ID:  

Term of Certificate Completion:  
Year:  
○ Spring (May)  
○ Summer (August)  
○ Fall (December)

Graduate Certificate:  

Telephone Number:  
Preferred Email Address:  

Student Signature:  
Date:  

With a few exceptions, you are entitled on your request to be informed about the information U.T. San Antonio collects about you. Under Sections 552.021 and 552.023 of the Texas Government Code, you are entitled to receive and review this information. Under Section 559.004 of the Texas Government Code, you are entitled to have U.T. San Antonio correct information about you that is held by us and that is incorrect, in accordance with the procedures set forth in the University of Texas System Business Procedures Memorandum 32.

* This form is available at utsa.edu/registrar/forms.html