

Application for Certificate

Directions: The completed form must be submitted through the [Document Uploader](#) or emailed to GraduationCoordination@utsa.edu.

- **Fields to select on the Document Uploader:** Department: Registrar; Term: Select Applicable Term; Category: Graduation Forms; Category 2: Graduation; Document: Application for [Graduate OR Undergraduate] Certificate (select appropriate level)

Application Deadline: Fall: [September 15](#) Spring: [February 15](#) Summer: [June 15](#)

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.

Please note: this application is NOT for students to apply to graduate with their Bachelor's, Master's, or Doctoral degrees.

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 or hard copy certificate.**

STUDENT INFORMATION

Full Name: _____ MyUTSA ID: _____

Phone: _____ Email: _____

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

Certificate Program: _____

Certificate Program Level: Undergraduate Graduate

Student Signature*: _____ Date: _____

**Electronic signature - typing your name will suffice as an authentic signature. This form does NOT need to be printed and scanned.*

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. The information that U.T. San Antonio collects will be retained and maintained as required by Texas records retention laws (Section 441.180 et seq. of the Texas Government code) and rules. Different types of information are kept for different periods of time.

UTSA OFFICE USE ONLY:

Date: _____ Received By: _____ Processed By: _____