

## **INSTRUCTIONS FOR APPLYING FOR COMPLETION FOR A NON-DEGREE GRADUATE LEVEL CERTIFICATE PROGRAM**

All students planning to complete a certificate program, must submit the Application for Completion and a check for the \$30 fee early in the semester of anticipated completion. If you do not complete the application form and pay the application fee, you will not officially complete your certificate program.

**PLEASE READ:** You must be officially admitted to a certificate program by the Office of Graduate Admissions before filing this application. If you have not submitted an application for admission, please do so right away on the Admissions Office web site. Once you have received a letter from the Admissions Office stating that you have been admitted, only then should you file this application. This application cannot be processed until your admission has taken place.

Your Plan of Study must also be submitted to the Graduate School early in the semester of anticipated completion.

Check the Graduate School Important Dates & Deadlines for the last date to submit this application. These dates can be found on the top navigation bar of the Graduate School web site.

**NOTE:** Applications for students who fail to meet completion requirements for a certificate in a specific session are canceled, and students must reapply for a later session. To reapply, call or visit the Graduate School (309-438-2583/Hovey 309) early in the semester in which you will complete all requirements toward your certificate. A second application fee is not required.

**Commencement Ceremony:** Certificate students do not participate in University commencement ceremonies except by agreement of the college which sponsors the academic unit.



APPLICATION FOR COMPLETION  
Of a Non-Degree Graduate Level Certificate\*

DATE: \_\_\_\_\_

UNIVERSITY IDENTIFICATION # : \_\_\_\_\_

PRINT /TYPE NAME IN FULL AS DESIRED ON CERTIFICATE

\_\_\_\_\_  
Last First Middle and/or Maiden  
(List maiden name only if it should be printed on the diploma.)

Address to which certificate will be sent **2-3 months after the end of the semester**. Report any changes in this address directly to the Graduate Office- (309) 438-2583.

**KEEP THIS ADDRESS CURRENT. CERTIFICATES ARE NOT FORWARDED.**

\_\_\_\_\_  
Email Phone No.

\_\_\_\_\_  
Number and Street Apt.

\_\_\_\_\_  
City and State Zip Code

**Name of Non-Degree Graduate Level Certificate: Check One ( X )**

Graduate Certificates

- Biology Geographic Inform. Sciences
- Nurse Educator
- Social Aspects of Aging
- SED - Behavior Intervention Specialist
- SED - Curriculum Adaptation Specialist
- SED - DHH Auditory/Oral Specialist
- SED - Multiple Disabilities Specialist
- SED - Technology Specialist
- SED - Transition Specialist
- Teaching English (TESOL)
- Technology/Project Management
- Technology/Training & Development
- Women's Studies

Post-Baccalaureate Graduate Certificates

- Alternative Route to Secondary Teacher Certification
- Teaching of Writing

Post-Master's Graduate Certificates

- Chief School Business Official (CSBO) Endorsement
- Director of Special Education
- Family Nurse Practitioner (FNP)
- General Administrative Certification
- Superintendent Endorsement in Educational Administration

Other \_\_\_\_\_

**Month and year you plan to complete all requirements for certificate:**

May \_\_\_\_\_ August \_\_\_\_\_ December \_\_\_\_\_ Year \_\_\_\_\_ NOTE: Graduations only occur in these 3 months each year.

Fee \$30 (This fee is for the processing of the certificate.) \_\_\_\_\_ Payment by Check (made payable to ISU)

Yes  No I have already applied for official admission to this certificate program. (Please read next paragraph.)

Application for admission to a certificate program is accomplished in the same manner as admission to a degree program, by filling out a Graduate Admission Application at this address: <http://www.admissions.ilstu.edu/apply/> Use the correct code for the certificate in the appropriate box on the application. This form CANNOT be processed until you have been admitted to the correct certificate program.

Applicant's Signature: \_\_\_\_\_

RETURN FORM AND FEE IN PERSON TO: STUDENT ACCOUNTS DROP BOX, 1ST FLOOR MOULTON HALL OR  
BY MAIL TO: GRADUATE SCHOOL, CAMPUS BOX 4040, NORMAL, IL 61790-4040

**NOTE: Applications for students who fail to meet completion requirements for a certificate in a specific session are canceled, and students must reapply for a later session. No additional fee will be charged.**

\*Students completing hours for **certification** do not use this form. Contact your academic unit and/or Teacher Education Office.