myUTSA ID: _____ Student's First Name: _____ Last: _____

UTSA Registrar

Application for Graduate Certificate

Directions: Completed form should be submitted to the One Stop Enrollment Center (Main campus: One UTSA Circle, San Antonio TX 78249 or Downtown campus: 501 W. Cesar Chavez Blvd., San Antonio TX 78207). Student must present a valid photo ID at the One Stop Enrollment Center. Effective date of this request is the date it is submitted at the One Stop Enrollment Center.

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.*

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 INFORMATION

Full Name: _____ MyUTSA ID: _____

Phone: _____ Email: _____

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

Graduate Certificate: _____

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. 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: _____