GRADUATE SCHOOL
VIRGINIA TECH

CERTIFICATE CONFERRAL REQUEST

Use this form to initiate the process of graduate certificate conferral. Please use only one form per certificate requested. A $25.00 processing fee will be charged to your account for the first application submitted per year. If certificate requirements are not completed by the term indicated on this application, you must submit a new request form for the appropriate term.

Student Information

Last/Family Name _____

First/Given Name _____

Middle Name _____

Last 4 digits of VT ID: _____

E-mail Address: _____
@vt.edu account, preferred

Request Details/Information

Certificate Mailing Address

_____

_____

_____

_____
City State Zip Country

Certificate Program

_____

Term Of Completion

☐ FALL ☐ SPRING ☐ SUMMER YEAR _____

I have completed the following coursework toward earning the certificate indicated above.

SUBJECT & COURSE #	TERM/YEAR	COURSE TITLE	CREDITS

Signatures

The courses listed above satisfy the requirements to earn the certificate for which conferral is requested.

_____
STUDENT Signature Date (MM/DD/YY)

_____
CERTIFICATE FACULTY DIRECTOR Signature Date (MM/DD/YY)

_____
GRADUATE SCHOOL Signature Date (MM/DD/YY)

Submit your completed form:
https://gs.vt.edu/forms
120 Graduate Life Center, Blacksburg
VT AB1, 3625 Potomac Ave, Alexandria

For assistance, call 540-231-8636
or e-mail grads@vt.edu