



**APPLICATION FOR COMPLETION OF A
NON-DEGREE GRADUATE LEVEL
CERTIFICATE PROGRAM**

All students planning to officially complete a certificate program should submit the completed "Application for Completion" form no later than the due date listed on the "Important Dates and Deadlines" for the semester you plan to finish all certificate requirements. These dates can be found on the Graduate School website.

You will not be considered a candidate for a certificate until this application and your certificate audit are on file in the Evaluation Services Office. You will not officially complete your certificate program if these forms are not filed. A separate application form must be submitted for each certificate to be completed. No fee is required.

PLEASE READ: You must be officially admitted to a certificate program by the Office of Graduate Admissions before filing this application. Admission into a degree program does not constitute admission into a certificate program. If you have not submitted an application for admission to your certificate program, please do so right away on the Admissions Office website. 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.

Instructions:

Complete and return form in person or mail to: Evaluation Services, Campus Box 2202, Normal, IL 61790-2202; Moulton Hall 107.

The audit form for your certificate should also be on file with, and approved by, the Graduate Coordinator of your program. The Graduate Coordinator of your program will send the approved audit via email to Evaluation Services staff early in the semester of your anticipated completion if you have given notice that you plan to finish all requirements.

NOTE: Applications for students who fail to meet completion requirements for a certificate in a specific session are canceled, and you must fill out another completion form for the semester you plan to complete the certificate requirements. Any questions email grad.degree.audit@ilstu.edu

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 Evaluation Services- (309) 438-2585.

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: Please see next page for a complete listing of the graduate level certificates. Please fill in the correct title in the space provided. A separate application is required for each certificate you are completing.

Check one:

- Graduate Certificate
- Post-Baccalaureate Graduate Certificate
- Post-Master's Graduate Certificate

Code and Title of Certificate: _____
Code Title

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.

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

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 IN PERSON OR BY MAIL TO: EVALUATION SERVICES, CAMPUS BOX 2202, NORMAL, IL 61790-2202

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.

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

Codes and Titles of Non-Degree Graduate Level Certificates:

Graduate Certificates

BSC - Biology Geographic Information Sciences
ENG - Teaching English (TESOL)
GEO - Hydrogeology Geographic Information Systems
ITK - Information Assurance and Security
ITK - Internet Application Development
ITK - Systems Analyst
ITK - Network and Telecommunications Management
ITK - Enterprise Computing Systems
LAN - Instructional Technology in World Languages
SED - Behavior Intervention Specialist
SED - Curriculum Adaptation Specialist
SED - DHH Listening and Spoken Language Professional
SED - Early Intervention Vision Specialist
SED - Multiple Disabilities Specialist
SED - Technology Specialist
SED - Transition Specialist
SOA - Social Aspects of Aging
TEC - Technology/Project Management
TEC - Technology/Training & Development
TEC - STEM Education and Leadership
TEC - Quality Management and Analytics
WGS - Women's and Gender Studies

Post-Master's Graduate Certificates

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

Post-Baccalaureate Graduate Certificates

EAF - Teacher Leader
ENG - Teaching of Writing
TCH - School Librarianship