

This form is to be used only if obtaining a certificate while working toward a degree. If not working toward a degree, please apply online at [www.grads.vt.edu](http://www.grads.vt.edu) for graduate certificate non-degree seeking status. **Please print clearly in black ink.**

GENERAL INFORMATION

LAST/FAMILY NAME \_\_\_\_\_ FIRST/GIVEN NAME \_\_\_\_\_ MIDDLE NAME \_\_\_\_\_ SUFFIX \_\_\_\_\_

List any former names: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Student ID Number: \_\_\_\_\_

Current Mailing Address \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

city \_\_\_\_\_ state \_\_\_\_\_ zip \_\_\_\_\_ country \_\_\_\_\_

Current Daytime Phone: \_\_\_\_\_  
 Home  Office  Mobile

Current Evening Phone: \_\_\_\_\_  
 Home  Office  Mobile

E-mail Address: \_\_\_\_\_

Please list your primary phone and e-mail. We value your privacy and will not disclose your information.

**Enrollment Information**
**Campus**

- BLACKSBURG (MAIN)
- HAMPTON ROADS
- NATIONAL CAPITAL REGION
- RICHMOND
- ROANOKE
- SOUTHWEST VIRGINIA
- VIRTUAL

**Current Program**

\_\_\_\_\_

**Current Degree Level**

- DOCTORAL
- EDUCATION SPECIALIST
- MASTERS

CERTIFICATE DETAILS

**Desired Certificate**

\_\_\_\_\_

**First Term of Certificate Enrollment**

- FALL  SPRING  SUMMER I  
 SUMMER II \_\_\_\_\_ year

**Anticipated Term of Certificate Completion**

- FALL  SPRING  SUMMER I  
 SUMMER II \_\_\_\_\_ year

This department maintains an ETD requirement.

I will complete the following course work that makes me eligible for the certificate indicated above.

COURSE #	TERM/YEAR	COURSE TITLE	INSTRUCTOR	CREDITS

\_\_\_\_\_ APPLICANT SIGNATURE \_\_\_\_\_ date

**Required Signatures**

CERTIFICATE PROGRAM APPROVAL signature \_\_\_\_\_ printed name \_\_\_\_\_ VT pid \_\_\_\_\_ date \_\_\_\_\_

DEPARTMENT CONTACT (GRADUATE STAFF COORDINATOR) signature \_\_\_\_\_ date \_\_\_\_\_

GRADUATE SCHOOL signature \_\_\_\_\_ date \_\_\_\_\_

**Return your completed form to:**  
**Graduate School**  
 Graduate Life Center at Donaldson Brown  
 Virginia Tech (0325) • Blacksburg, VA 24061  
 Fax: 540/231-2039

**Questions?** Call 540/231-8636 or e-mail [gradappl@vt.edu](mailto:gradappl@vt.edu) for assistance.

SIGNATURES