

Graduation Application - Certificate Only

How many credit hours should be completed before I apply?

- Certificate Program: 6 or more credits

What does the graduation application fee cover?

- The cost of the certificate and postage
- Certificate processing
- Certificate audit and verification from each department and the Registrar's Office
- This fee is non-refundable and due at the time you submit your application
- Graduation Applications remain active for one academic year (three semesters). If you do not graduate within this allotted time your application will be removed and you will have to re-apply and pay the fee again.

What can I expect after I apply?

- Your academic department will be notified that you have applied for graduation and complete a certificate audit
- After your final semester, your academic department will review your course history and formally notify Enrollment Services whether you have completed your graduation requirements.
- Enrollment Services conducts a final audit of University requirements and awards certificates.

When will my certificate be mailed?

- Certificates will be available for pick up at the One Stop Center approximately one month after the traditional semester ends. Please continue to monitor your LTU email for the pick-up dates. Certificates which are not retrieved during the pick-up dates will be mailed to your permanent home address as listed in Bannerweb. If your address will be different after graduation, please be sure to update your information on Bannerweb before the end of your final semester.

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DEADLINE TO SUBMIT THE APPLICATION FOR GRADUATION (TO AVOID LATE FEE):

- Deadline for candidates completing their academic program in **FALL/DECEMBER: July 15th**
- Deadline for candidates completing their academic program in **SPRING/MAY: December 15th**
- Deadline for candidates completing their academic program in **SUMMER/JULY: March 15th**

TERM IN WHICH YOU WILL COMPLETE YOUR ACADEMIC PROGRAM: FALL SPRING SUMMER YEAR: _____

STUDENT ID NUMBER (BANNER ID): _____

STUDENT NAME:

First Name

Middle Name

Last Name

**Print your name exactly as you wish it to appear on your certificate. Please place an asterisk (*) over each capital letter. Note: Legal documentation of name change is required if you are using a different name on your certificate than what appears on your University records.*

ADDRESS INFORMATION:

Please update your PERMANENT address in Bannerweb before the end of your final semester so we can mail your diploma.

CERTIFICATE INFORMATION:

Please verify that the major listed below appears on your student record before turning in your application. Information not on your student record must be formally declared using a Change of Curriculum form.

CERTIFICATE PROGRAM:

MAJOR:

I understand that there is a graduation fee due at the time I submit my application as indicated above. I further understand that the Graduation Fee is a non-refundable fee that is good for ONE ACADEMIC YEAR ONLY (3 semesters from the date I applied). I also understand that if I do not graduate with the certificate I am applying for within one academic year from the term I have applied and paid the graduation fee, that I will be required to apply and pay the graduation fee again.

I further understand that graduation is the final step in seeking a certificate. If I am considering taking courses after graduation and require financial aid assistance, I understand that I must be admitted to a degree seeking program. Federal aid is for degree seeking students; Certificate programs and guest students are not eligible for financial aid. (Please contact Enrollmentservices@ltu.edu for more information about financial aid that may be available to you in a new degree program.)

In addition, I understand that Certificate program only students are not permitted to attend the commencement ceremony.



STUDENT SIGNATURE (Handwritten Signature Required)

DATE

Graduation Fees and Payment Information

☐ Certificate Only Fee: \$50

☐ Late Fee (if submitted after the due date): \$30

Method of Payment (Please check one):

☐ Cash (Only at One Stop)

☐ Money Order

☐ Check

☐ Visa

☐ Mastercard

☐ Discover

☐ AMEX

Credit Card Number:

Exp. Date:

Amount Authorized to be charged:

Credit Card Billing Address (Only required if paying remotely):

Billing Zip Code:



STUDENT SIGNATURE (Handwritten Signature Required)

DATE

OFFICE USE ONLY:

Fee posted and Charged:

Date and Initials:

Send Completed form to Enrollmentservices@ltu.edu or deliver it to the One Stop Center | 248-204-2280