THE GEORGE WASHINGTON UNIVERSITY
WASHINGTON DC

Application for Certificate Completion

To be awarded a certificate, you must complete and submit this form no later than the following deadlines:
Fall: December 1 **Spring:** April 1 **Summer:** July 1

Your application is subject to review by the Dean's office. If you have not successfully completed program requirements, your application may be withdrawn and you will need to reapply.

PLEASE NOTE that certificate students do not participate in University commencement; depending on school policies, they may be invited to school and/or program events. Certificates are generally mailed 8-12 weeks following award date.

Your certificate will be mailed to the "Diploma Address" on file. Before the end of the semester, you must update this address in GWeb by signing into http://my.gwu.edu and logging into the GWeb Information System. Click on "Personal Information Menu" and "Update addresses and phone numbers," then scroll down to "Diploma Address" and follow instructions to update that information if not correct.

☐ Initial here to indicate you have confirmed your Diploma Address in GWeb.

PLEASE TYPE OR PRINT

Indicate the semester and year in which you intend to complete all requirements for your certificate:

☐ Fall ☐ Spring ☐ Summer Year: _____

Name: _____
Last (Family) First Middle Suffix

GWid #: _____ Level: ☐ Undergraduate ☐ Graduate

Program Name: _____ School: _____

Please clearly print your name exactly as you would like it on your certificate. The name must be consistent with the name listed on your academic record.

_____

E-mail: _____ Daytime Telephone Number: _____

Signature: _____ Date: _____

FOR DEAN'S OFFICE USE ONLY – DO NOT WRITE BELOW THIS LINE

Date Received: _____ School Code: _____ Certificate Code: _____ Major Code: _____ Level: _____

Transcript Comments: _____

I have reviewed the applicant's record in BANNER and have verified the coding is correct and the applicant is registered for the semester of completion indicated. Any subsequent coding changes will be reported in writing to the Graduation Services Department.

Dean's Office Signature: _____ Date: _____

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