

**Certificate Completion Form**

\* = Required Information

\*Select the Certificate Program you are completing and the appropriate credit level:

" American Sign Language	" Undergraduate		
" Autism Spectrum Disorders	" Undergraduate	" Graduate	
" Educational Computing and Technology	" Undergraduate	" Graduate	" Non-Credit
" Environmental Education	" Undergraduate	" Post Baccalaureate	
" General Business Administration	" Undergraduate		
" Human Services	" Undergraduate		
" Liberal Arts	" Undergraduate		

**Personal Information****Please enter your name as you would like it to appear on your diploma. (Please print clearly)**

Note: You cannot make changes to your last name. You are not required to use a Middle Initial.

First Name\* \_\_\_\_\_ M.I. \_\_\_\_\_ Last Name\* \_\_\_\_\_

UMD ID #\* \_\_\_\_\_

**Your diploma will be mailed to this address. (Please print clearly)**

Diploma Address\* \_\_\_\_\_

Apt \_\_\_\_\_

City\* \_\_\_\_\_

State\* \_\_\_\_\_

Zip/Post Code\* \_\_\_\_\_

Phone:\* \_\_\_\_\_

E-mail:\* \_\_\_\_\_

**(Your "Pending" completion notification will be sent to this email address. Please print clearly).**

1. Once your completion form has been received and processed, you will be notified by *email* of your "Pending" completion status.
2. Once the final grades are posted, you will be notified by *mail* of your "Certificate Completion" status.
3. Contact Hilary Ramsey [hramsey@d.umn.edu](mailto:hramsey@d.umn.edu) or Suzan Gonia [sgonia1@d.umn.edu](mailto:sgonia1@d.umn.edu) if you have questions.