



<b>For Office Use Only</b>
\$50 Application Fee Paid By: _____
_____ on this date _____
(Check, Cash, Credit Card)
Received By: _____
(Staff Initials)

## Application for Certificate

**ALL APPLICATIONS MUST BE SUBMITTED TO THE REGISTRAR'S OFFICE**

**Graduation Fee is \$50. Payment is due when application is submitted.**

You may pay by check or credit card in Registrar's Office, or with cash in the Bursar's Office, SSB 123. A late fee of \$25 will be assessed for applications received up to 10 days past the deadline, and a late fee of \$50 will be assessed for applications received more than 10 days past the deadline.

Applications may be emailed to registrar@uah.edu  
or mailed to Registrar's Office

The University of Alabama in Huntsville  
301 Sparkman Dr SSB 120  
Huntsville, AL 35899

Phone: 256.824.7777 or Fax: 256.824.7780

### Application Deadlines:

Summer ~ June 1

Fall ~ September 1

Spring ~ February 1

### 1. Name \_\_\_\_\_

*Last*

*First*

*Middle*

(The name that appears in your Banner account is the default name that will appear on your diploma.  
There is a \$40 fee to change the name on a diploma AFTER the diplomas have been ordered.)

### 2. A# \_\_\_\_\_

**Phone #** ( ) \_\_\_\_\_

### 3. College or Department

- College of Arts, Humanities, & Social Sciences
- College of Business
- College of Education
- College of Nursing
- College of Science

### 4. Certificate Name \_\_\_\_\_

### 5. Semester you expect to graduate:

Fall 20 \_\_\_\_

Spring 20 \_\_\_\_

Summer 20 \_\_\_\_

All official correspondence will be sent to your **UAH email account.**

Please make sure that your email account is active and/or you forward it to a personal account.

I am officially applying to receive a certificate from The University of Alabama in Huntsville (UAH). I understand that if I fail to satisfy certificate requirements in the semester identified above, I must notify the Registrar's Office immediately.

\_\_\_\_\_  
Student Signature (Required)

\_\_\_\_\_  
Date

### Departmental Approval

The Office of Registrar will obtain the necessary forms and approval signatures once you have submitted your application to Charger Central

Program of Study required or

CAPP/DW Adjustment form required to make changes to student's online degree  
evaluation

Updated February 2019