

CERTIFICATE APPLICATION

CERTIFICATE APPLICATION DEADLINES

\$28 per certificate billed to student account. NOTE: Fees not paid within 30 days begin to accrue interest.
 Fall 2021November 5, 2021
 Winter 2022February 11, 2022
 Spring 2022May 6, 2022
 Summer 2022July 15, 2022

INSTRUCTIONS

1. Review your Degree Works in Web4U. Contact your department for certificate evaluation a month prior to the deadline. Departments approve certificates in one of two ways: (1) Note in Degree Works (preferred), or (2) department-specific signed evaluation. If approved by Degree Works Note, only a Certificate Application needs to be submitted.
2. Fill out **this Certificate Application** in its entirety.
3. Submit Certificate Application and any signed certificate evaluation together by email to DegreeEval@wwu.edu.
4. Once received and processed, our Certificate Evaluators will send a copy of your **final certificate evaluation** to your student email address.
5. When requirements are completed, your printed Certificate of Achievement will be **mailed 6 – 8 weeks following the last Friday of the completion quarter**.

INFORMATION ABOUT FINAL RECORDS

Once completed, the Certificate of Achievement will be noted on your official transcript. If the certificate requires completion of a degree, transcript updates will correspond with the completion date of your degree.



After reading the information above, fully complete the form below.

Note: Incomplete applications cannot be processed. They will be returned and therefore may not meet the application deadline.

| WESTERN WASHINGTON UNIVERSITY – CERTIFICATE APPLICATION | | |
|--|--|---|
| PRINT YOUR NAME (as you wish it to appear on your certificate) | STUDENT NUMBER <b style="font-size: 2em;">W | |
| <u>EMAIL After Certificate Completion</u> | PHONE (include area code) | COMPLETION QUARTER and YEAR |
| <u>CERTIFICATE ADDRESS</u> (for mailing 6 to 8 weeks after close of quarter) | | |
| Street | | |
| City, State, Zip | | |
| CERTIFICATE TYPE: | | Dept Evaluation completed <input type="checkbox"/> |
| FOLLOWING INFORMATION FOR OFFICE USE ONLY | | |
| BU ED FA FI HS HU SE UI | | |
| COA _____ | Code _____ | Catalog Term _____ |
| Sequence # _____ | Entered by _____ | Projected degree completion _____ Fees Billed _____ |
| Cleared by _____ | Certificate mailed _____ | |