

CERTIFICATE COMPLETION APPLICATION

INSTRUCTIONS

1. Review [Degree Works](#) in Web4U for progress towards certificate completion.
2. Contact your certificate department for evaluation approval a month prior to the [application deadline](#). The department documents approval as a Note at the bottom of Degree Works.
3. Complete this **Certificate Completion Application**, save and email it to DegreeEval@wwu.edu.
4. Once received and processed, your **final certificate evaluation** will be sent to your student email.
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. The date of completion will correspond with the completion date of your degree, if required.

NAME (as you wish it to appear on your certificate)		STUDENT NUMBER
EMAIL (after certificate completion)	PHONE (include area code)	COMPLETION QUARTER & YEAR
CERTIFICATE ADDRESS (for mailing 6 to 8 weeks after close of quarter)		
Street		
City, State, Zip		
CERTIFICATE TYPE: <div style="float: right; text-align: right;"> <input type="checkbox"/> I have confirmed that certificate evaluation approval has been documented at the bottom of Degree Works. </div>		
Remaining Requirements		
List all courses remaining for your certificate below, including the quarter in which you will take each course.		
Current courses (ex. SUBJ 123)	Future courses (ex. SUBJ 123)	Planned Quarter
OFFICE USE ONLY		
Program Code:	FOS Code:	Catalog Term:
Degree Required?: <input type="checkbox"/> Yes <input type="checkbox"/> No	Degree completion quarter:	
Sequence #:	Fee Billed: <input type="checkbox"/> \$35	College: