

## Certificate Request Form (CRF)

All Graduate Students Form

Students who are in selective programs, can apply for a certificate. The student's account will be charged \$5.00, for each certificate requested, at the end of the semester when it is printed. The fee is nonrefundable, nontransferable, and subject to change without notice. Certificates will be printed in-house for distribution to the student.

This request must be received by the Office of the Registrar before the application deadline of the graduating term.

- Complete the Certificate Request form in its entirety
- Consult with the Advisor of the Department about requirements and approval
- Acquire necessary signatures from
  - Graduate Advisor/Coordinator
  - Student
- The Advisor/Coordinator will need to **email** the completed form to the Office of the Registrar via [gradteam@uta.edu](mailto:gradteam@uta.edu)

All students should adhere to the Application for Graduation Deadlines posted at:  
<https://www.uta.edu/records/graduation/deadlines.php>

**University of Texas at Arlington  
Office of the Registrar  
Graduation Team**

University Administration Building  
Room 129 · Box 19088  
701 South Nedderman Dr  
Arlington, TX 76019-0088

Phone: 817-272-3372

Email: [gradteam@uta.edu](mailto:gradteam@uta.edu)

**Reminder:** Make sure you retain a copy for your records.

The University of Texas at Arlington  
**Certificate Request Form (CRF)**

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Student: UTA ID:

Last Name: First Name:

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College/School: Department:

Certificate Name: Sub-Plan Code: Example: EDCIMRTRS

Example: MED Literacy Option Example: EDCIEDNTRS

Award/ed Term: 20 Semester

- ◆ Student is requesting Certificate Reprint
- ◆ Student is requesting New Certificate

The above student gives permission to apply the certificate listed to their student record, accepts responsibility of the fee, and acknowledges the responsibility to apply for graduation by the graduation application deadline. Student also understands that certificates are conferred after the transfer deadline, are printed in-house for distribution, fee is not posted until after the certificates have been released, and are not backdated.

Student Name Student Signature Date (mm/dd/yyyy)

**By the signatures on this form the graduate advisor/certificate coordinator and student are in agreement that the intention to successfully complete the certificate and apply for graduation in the current term as indicate above**

Advisor Name Advisor Signature Date (mm/dd/yyyy)

- ◆ Final MAP is satisfied

Comments/Notes

**Gradream  
Only**

Received by: Date: Final Masters MAP Satisfied

Processed by: Date: Eligible term open for graduation