

GRADUATE



Application for Certificate Completion

Instructions:

Complete and submit this application to the Enrollment Services Center no later than posted deadline for each semester. Return to the Enrollment Services Center, University of West Georgia, Parker Hall, 1601 Maple Street, Carrollton, GA 30118

OR Email a signed and scanned copy to graduation@westga.edu.

***There is no fee associated with this application.*

Expected Completion Term: _____ Are you also seeking a degree? Yes No

UWG ID#: _____ UWG Email: _____

Printed Name (As it should appear on the certificate – if also degree seeking, this name must match your diploma name):

(First, Middle (Optional), Last) Suffix (optional)

Certificate Mailing Address (if also degree seeking, address must match your diploma address):

(Address) (City) (State) (Zip Code) (Telephone)

Do you want the Graduation Team to mail your certificate to the address listed above or do you want to pick up your certificate from the Carrollton Campus? _____

Certificate Program: _____

Please read before you sign:

1. Please notify the Registrar's Office as soon as possible if there is a change in the above information.
2. You will be notified through your MyUWG account if there is a problem with your certificate status.
3. Applicants who have applied after the stated application deadline will be reviewed as time permits and may be deferred to the subsequent semester.

Signature: _____ **Date:** _____

Internal Use Only:

Degree Seeking Verified: _____ Catalog Year: _____ By: _____