Deadlines for Degree Application
May Posting - February 20
August Posting - June 29
December Posting - October 10

St. Thomas University
Bobcat Enrollment Center
16401 N.W. 37th Avenue
Miami Gardens, FL 33054
BobcatEnrollmentCenter@stu.edu
Phone: 305-474-6900
Fax: 305-474-6930

Certificate Application

Please read the following information prior to printing the application.

All personal information requested in the first box must be typed prior to printing your Degree/Certificate Application in order to avoid any errors when printing your diploma.

Please follow the steps listed below to input your information:

1. Click on the TYPEWRITER pop up box.
2. Type all personal information requested in the first box.
3. Review all information for accuracy prior to printing.
4. Print application.
5. Contact your advisor and dean/designee to complete the remainder of the form.
6. Submit completed form to the Bobcat Enrollment Center prior to deadline.

Sample:

CERTIFICATE APPLICATION

Name: Sample Dioa Student
First Middle Last
(Please TYPE your name EXACTLY as you wish it to appear on your diploma)

Mail Address: 16401 NW 37th Ave Miami Gardens FL 33054
Street City State ZIP

Email Address: SStudent@stu.edu **Phone:** 000-000-0000
(STU E-mail account only)

ID#: 0000000 **and** **SS#:** 000-00-0000

Revised on: 8/1/2012

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CERTIFICATE APPLICATION

Name: _____
First Middle Last
(Please PRINT your name EXACTLY as you wish it to appear on your diploma)

Mail Address: _____
Street City State ZIP

Email Address: _____ **Phone:** _____
(STU E-mail account only)

ID# _____ **and** **SS#** _____

Application: The Advisor has reviewed the AER with the Student and has determined that the:

- ☐ Student may apply for Certificate
- ☐ Student may apply for Certificate, pending currently enrolled course completion.
- ☐ Student does not meet minimum requirements for application because the student:
  - ☐ Does not have minimum credits for certificate
  - ☐ Does not have minimum GPA
  - ☐ is missing requirements
  - ☐ Other:

To be filled out by Advisor

Anticipated Date of Certificate: Year 20_____ May _____ August ___ December ____

Undergraduate Certificate in: _____

Graduate Certificate in: _____

Student Signature: _____ **Date:** _____

Advisor Signature: _____ **Date:** _____

Dean or Designee*: _____ **Date:** _____

*The student must take this form to the Advisor with the AER attached to the form. This form must be signed by the Dean or Designee prior to submitting it to the Bobcat Enrollment Center.

After the form is signed by the Dean or Designee, the student must take the form to Bobcat Enrollment Center. Applications which do not have the Dean or Designee's signature will not be accepted by the Bobcat Enrollment Center or the Office of Registration & Academic Computing as valid applications for a Certificate.

For Bobcat Enrollment Center Use Only:

RECEIVED BY: _____ **DATE:** _____
POSTED BY: _____ **DATE:** _____

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Degree/Certificate Application Information
You must apply for a Degree/Certificate by the following dates.

February 20 for **May** posting of degree/certificate
June 29 for **August** posting of degree/certificate
October 10 for **December** posting of degree/certificate

Degree/Certificate Application forms may be obtained at www.stu.edu/BobcatEnrollmentCenter. You must enter all personal information required electronically, print the form and sign it. Then obtain approval (signatures) of both your Academic Advisor (listed on your AER) and the Dean or Designee for your major. You should make an appointment to see your Academic Advisor, so that your Advisor can review your academic record and sign the application form. After meeting with your Advisor, make an appointment to see the Dean or Designee. You must take a printed copy of your current AER with you for both meetings. After obtaining both required signatures, submit Certificate Application to the Bobcat Enrollment Center by the dates listed above.
Degree/Certificate Applications are free of charge.

If you fail to apply by the application deadline, you must apply for the next posting date.

If you do not fulfill all Degree/Certificate requirements by the posting date, then you must re-apply for the next Degree/Certificate application deadline listed above.

No applications will be accepted by Bobcat Enrollment Center after the listed dates.

Important Notice: Students with an outstanding balance will not be allowed to participate in commencement.

A Diploma Clearance form must be submitted **at the time you pick up your Diploma/Certificate.** This form must be completed at the Bobcat Enrollment Center prior to obtaining your Diploma/Certificate.

Make sure that you keep a copy of all forms.

Signing below indicates that you have read and understand this document.

Printed Name: _____

Signature: _____

Date: _____

Notification will be sent to the STU e-mail address, once the diploma is ready for pick-up. Initial: _____

For Bobcat Enrollment Center Use Only:

RECEIVED BY: _____ **DATE:** _____

POSTED BY: _____ **DATE:** _____