



UTSA GRADUATE CERTIFICATE FORM

UTSA Graduate certificate: _____

Student Name: _____ Banner ID: _____

I intend to pursue the Graduate Certificate in _____

☐ I am currently enrolled in a UTSA graduate program - Degree Program: _____

Expected graduation date: _____

Students currently enrolled in a graduate degree program meet the requirements for admission. No additional application process is necessary. Provide proof of admission with this form.

If not currently enrolled in a UTSA graduate degree program, you must apply to UTSA as a special (non- degree seeking) graduate student to the certificate program. Special graduate students will not be eligible for financial aid.

Deadlines:

Fall:	August 1 st
Spring:	January 2 nd
Summer:	May 1 st

Prerequisite Background Courses: The Certificate Program Coordinator may determine that a student requires prerequisite background courses to be adequately prepared for the courses included in the certificate program. This will be noted in the student's file and the student will be notified that the prerequisite courses must be taken before enrolling in certificate program coursework.

APPROVALS

Certificate Program Coordinator, Signature

Date

Print Name

Prerequisite Background Courses: Required: _____ Not Required: _____

Associate Dean of the College, Signature

Date

Print Name

NOTE: This form is for record-keeping only and does not constitute an agreement. The student must fulfill all the certificate requirements according to the official UTSA graduate program requirements. The student is also responsible for checking in with graduate program directors and advisors to be sure that he/she continues to be eligible for the certificate. Students who, at any time, decide not to pursue the certificate, should inform both the GAR and the certificate program coordinator.

Student, Signature

Date

Once completed, please email this form to graduate.school@utsa.edu