

**Post Baccalaureate Certificate
For Students Currently enrolled in a UB Master's Degree**

This form is used to expedite the graduate certificate application process for students who wish to obtain a graduate certificate while concurrently enrolled in a UB Master's degree program - *Within the same College*. Graduate Certificate course requirements must be applicable to both the Master's degree and the Graduate Certificate.

Students will not have to apply through the Admissions Process and there is no application fee.

The student will complete this form with the academic adviser of their intended certificate program. The adviser will approve the application and submit the form to the Office of Records and Registration for processing.

Student Name: _____ ID Number: _____
 Date: _____ Phone: _____
 Current Master's Degree: _____ New Graduate Certificate: _____

 Certificate: entry term : _____ expected graduation term: _____

Required Certificate Courses Title and Number	Term	Grade	# of Credits
Total Number of Credits			

Advisor Signature : _____ Date: _____

Dean Signature: _____ Date: _____

Records Office Use Only:

Student Group Activated
 Applied for Graduation Awarded

Processed by: _____ Date: _____

*To be reviewed for changes to Policy and Procedures no later than September, 2018.
Office of Records and Registration 9/25/2017 bld.*