

**Request to Add, Remove or Verify Completion of an Undergraduate Certificate**

Name (Last, First, Middle)	10 digit ASU ID
Email	Phone

**Add Certificate**       **Remove Certificate**

Certificate Title: \_\_\_\_\_ Requirement Term: \_\_\_\_\_  
 Academic Plan Code: \_\_\_\_\_

**Please note:**

- Undergraduate certificates are only awarded to students who have already completed a bachelor's degree or are concurrently completing a bachelor's degree.
- Certificates are added to the campus designated on student's major/degree. Students cannot have more than one campus designation.

Student Signature (optional)	Date	Advisor/College Signature (required)	Date
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**Certificate Requirements are Complete**

Certificate Title: \_\_\_\_\_ Requirement Term: \_\_\_\_\_  
 Academic Plan Code: \_\_\_\_\_  
 Semester completed: \_\_\_\_\_

**Signatures below confirm that all requirements for the certificate listed above have been verified as complete.**

Advisor/Department (optional)	Date	College Approval (required)	Date
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Completion of undergraduate certificate requirements is verified using the Degree Audit Reporting System (DARS) and/or by approval from the academic unit offering the certificate. Students can monitor their progress to completion by using their DARS and/or meeting with their academic advisor.

Submit completed form as an attachment to: [graduation@asu.edu](mailto:graduation@asu.edu)