

UNDERGRADUATE CERTIFICATE APPLICATION OFFICE OF THE REGISTRAR

Please Note: This is not an application for Admission to a degree program at the university. Students desiring admission to a degree program must fill out an Admission Application with the Office of Admissions. This certificate application includes a \$30.00 non-refundable processing fee, which will be assessed upon enrollment of classes for Certificate Program Students.

Important: Have you ever received a grade from FIU? [ ] Yes [ ] No Term: Fall \_\_\_\_\_ Spring \_\_\_\_\_ Summer \_\_\_\_\_ Certificate Program: \_\_\_\_\_ Code (office use): \_\_\_\_\_

Social Security Number (SSN): \_\_\_\_\_ Panther ID: \_\_\_\_\_ Please read written notification on collection and usage of Social Security Numbers found at the end of this application.

Name: \_\_\_\_\_ Last First MI

Permanent Address: \_\_\_\_\_ Street City State Zip Code

Email: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Nation of Citizenship: \_\_\_\_\_ Place of Birth: \_\_\_\_\_ D.O.B.: \_\_\_\_\_

Sex: [ ] Male [ ] Female

Race: [ ] (A)-Asian or Pacific Islander [ ] (B)-Black (Not of Hispanic origin) [ ] (H)-Hispanic [ ] (I)-American Indian or Alaskan Native [ ] (W)-White [ ] (NS)-Not Specified

\*\*\* This section is to be filled out by non-US citizens. \*\*\*

Country of Birth \_\_\_\_\_ Country of Citizenship: \_\_\_\_\_ Resident Card #: \_\_\_\_\_ Are you a permanent resident? [ ] Yes [ ] No Residency Pending Visa/Permanent Resident Card Issue Date: \_\_\_\_\_ If you answered NO to the question above, you MUST respond to the following questions: Visa Expiration Date: \_\_\_\_\_ Do you presently have a visa? [ ] Yes [ ] No If yes, indicate type: [ ] Student (F-1) [ ] Other (specify) \_\_\_\_\_ What type of visa do you expect to hold while at Florida International University? [ ] Student (F-1) [ ] Other (specify) \_\_\_\_\_

Proof of legal status in the United States must be included with this application. Please submit applicable proof: (i.e., Copy of U.S. Passport or Certificate of Naturalization; Permanent Resident Alien Card or Copy of Visa issued). Failure to submit copy of U.S. legal status proof may delay the processing of your application. International Students with Visas must be cleared with FIU International Student Services at GC 355 (MMC Campus), Tel: 305-348-2421 at Wolfe University Center, 363 (BBC Campus), Tel: 305-919-5813.

Failure to answer these questions will delay the processing of your application and we will be unable to render an admission decision.

If your answer to any of these questions is yes, you are required to provide a written explanation of the event, as well as copies of all official documentation explaining the final disposition of the proceedings. In addition, a hold will be placed on your account by FIU's Student Conduct and Conflict Resolution Department, so that you are made aware that FIU needs documentation regarding your case. Please note, that this hold can ONLY be resolved by the Student Conduct and Conflict Resolution Department (information found below):

Student Conduct and Conflict Resolution Modesto A. Maidique Campus: GC 311 305-348-3939

Have you ever been subject to disciplinary action or do you currently have disciplinary charges pending by any educational institution for any of the following reasons:

- [ ] Yes [ ] No Academic misconduct (such as cheating), you so not need to disclose any academic dismissal, suspension, or probation that was due to poor grades
- [ ] Yes [ ] No Behavioral misconduct (such as fighting)
- [ ] Yes [ ] No Have you ever been convicted of, or charged with, a criminal offense or are you currently the subject of any criminal proceedings?

NOTE: ALL APPLICANTS MUST SUBMIT THEIR IMMUNIZATION DOCUMENTS TO MMC UHSC 101 or FAX: 305-348-3336 / BBC HWC or FAX: 305-919-5312

OFFICE OF THE REGISTRAR Modesto A. Maidique Campus • 11200 SW 8th Street, PC 130 • Miami, Florida 33199 305-348-2320 • Fax 305-348-2941 • registrar.fiu.edu Biscayne Bay Campus • 3000 NE 151st Street, AC1 100 • North Miami, Florida 33181 305-919-5750 • Fax 305-919-5403 • onestop.fiu.edu

Instructions: Print in ink.

- Complete the form, sign it, and turn it in to the academic department (organization).
- Have all transcripts from your previous institutions mailed directly to the academic department (organization).
- The academic department (organization) will notify you of their decision.
- If you are an international student, contact the Office of Admissions regarding your visa status and additional admission requirements.
- If you are applying also for a degree program, you must complete a separate admission application and turn it in to the Office of Admissions.

List in chronological order each college or university you have attended, or plan to attend before entering FIU's Certificate Program:

Name of School	Location	Dates of Attendance From (MMDD) to (MMDD)	Degree Earned

Students applying to a Certificate Program in the College of Education must fill out the additional information below:

Are you certified to teach? Yes: ( ) No: ( ) Rank: \_\_\_\_\_ Field: \_\_\_\_\_

If "Yes", in what State: \_\_\_\_\_ Type of Certification: \_\_\_\_\_

Indicate below your professional work experience:

Occupation	Name and Address of Employer	Supervisor's Name	Letter name	From	To

Please list three references that may be contacted concerning your professional abilities:


## Academic Department (Organization) Use Only

The student's academic credentials have been reviewed and the student is hereby accepted into the Certificate Program.

Academic Dept (Organization) Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The student's academic credentials have been reviewed and the student is not accepted into the Certificate Program.

Academic Dept (Organization) Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Note: Please return this form to the Office of the Registrar and notify the student of your decision.**

