



## CERTIFICATE CLEARANCE FORM

Certificate students must be appropriately coded and registered in the UNK student information system for all course work that will apply toward the certificate. Upon successful completion of all program requirements, a Certificate Clearance form should be completed by the program advisor in order to verify all requirements are met. Notification should then be sent to the Office of the Registrar, so that the certificate can be noted on the student's official transcript.

Certificate students do not participate in university commencement ceremonies. A graduation fee is not charged and no document is issued from the Registrar's Office. Colleges and/or departments may wish to hold separate ceremonies, produce certificate documents or adopt other appropriate methods for honoring the achievements of students awarded certificates.

### REQUIRED INFORMATION:

**Student Name:** \_\_\_\_\_  
Last First Middle

**Student ID:** \_\_\_\_\_

**Name of Certificate Program:** \_\_\_\_\_

**Certificate Completion Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Program Coordinator:** \_\_\_\_\_

**Program Coordinator Signature:** \_\_\_\_\_

**Please submit this form to the Office of the Registrar**

Warner Hall 123  
University of Nebraska Kearney  
308-865-8527  
unkregistrar@unk.edu

