

Virginia Tech Graduate School

GUIDELINES FOR GRADUATE CERTIFICATE STUDENTS

NONDEGREE STUDENTS

1. Apply for admission to the Graduate School as a nondegree certificate student at <http://graduateschool.vt.edu>; click on “Apply Now” under the photo. The application fee will be charged to your student account. List the courses you will take to complete the certificate.
2. In the term in which you are enrolled in the last required certificate course, complete the Application for Degree or Certificate Conferral Form in HokieSPA by the deadline indicated in the form instructions. The required processing fee will be charged to your student account.
3. You may attend Commencement if you wish. Please use the Degree menu on HokieSPA to confirm your plans to attend; you will receive instructions. Dean DePauw will ask the group of certificate recipients to stand and be recognized. Your name and certificate title will be included in the graduate certificate section of the Commencement Bulletin. You will receive the certificate by mail after Commencement (in February for fall commencement; in June for spring commencement).

DEGREE STUDENTS

1. Complete the Graduate Certificate Application Form and submit it to the Graduate School in the semester in which you enroll in the first certificate course. We recommend that you submit this form no later than when you submit your degree plan of study: http://graduateschool.vt.edu/forms/academics/Application_Certificate.pdf
2. In the term in which you are enrolled in the last required degree or certificate courses, complete two Application for Degree or Certificate Conferral Forms by the deadline indicated in the form instructions. The first is for your degree and is completed in HokieSPA. The required processing fee will be charged to your student account. The second is for your certificate. Complete a paper copy found at http://graduateschool.vt.edu/forms/academics/Application_for_Degree_or_Certificate.pdf. If the certificate is awarded in the same term as your degree, your student account will be assessed one degree processing fee. Otherwise, you will be assessed a second fee.
3. At Commencement, Dean DePauw will ask the group of certificate recipients to stand and be recognized. Besides the listing for your degree, your name and certificate title will be included in the graduate certificate section of the Commencement Bulletin. You will receive the certificate by mail after Commencement (in February for fall commencement; in June for spring commencement).