Certification Request
Revised 2/21/2017

Academic Certifications are official documents provided by the University Registrar verifying information about you and your academic career. This form allows you to create a personalized certification(s) by selecting the type of certification that you need and any additional data that might need to be included.

Part One: There are three common types of academic certifications. 1) Enrollment Verification- commonly requested for health insurance or loan repayment purposes. 2) Degree Verification- commonly used for employment purposes; and 3) Grade Point Average Verification- commonly used for “good student discounts” from automobile insurance companies. **Please select one or more of these basic types:**

- [ ] Enrollment Verification
  - Name
  - Status (full/part time)
  - Degree Working Towards
  - Major
  - FSU Hours Earned
  - Academic Standing

- [ ] Degree Verification
  - Name
  - Degree Awarded (Incl. Date)
  - Major
  - Last Date of Attendance
  - Past Enrollment

- [ ] Good Student Discount
  - Name
  - Status (Full/part time)
  - Academic Standing
  - FSU Grade Point Average

Part Two: You have the option of personalizing your certification by adding additional data to the certification types listed above. Please select any additional data you would like to include in the certification(s) you have selected:

- [ ] Expected Date of Graduation (______/______)
- [ ] Classification (Undergraduate/ Graduate)
- [ ] Other _________________________________
- [ ] Past Enrollment
- [ ] Social Security Number
- [ ] FSU Grade Point Average
- [ ] Date of Birth

Part Three: Please select the delivery method for your certification request:

- [ ] Pick up immediately Number of Copies:_________
- [ ] Mail to:

  Person/ Institution

  Street Address City State Zip

Part Four:

The certification will be reported in accordance with the academic record as of the date prepared.

I authorize Florida State University to release the information indicated above.

Student’s Signature (Required) Date

Office of the University Registrar

Certified by: Date: ________________

Office of Admissions and Records | Room A3900 UCA | (850) 644-1050 (Phone) | (850) 644-1597 (Fax)