



UNIVERSITY REGISTRAR SERVICES  
Graduation  
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Tempe, AZ 85287-0312  
Phone: (480) 965-3256  
graduation@asu.edu  
<https://students.asu.edu/graduation>

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

Please type/print legibly

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

Add Certificate       Remove Certificate

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

**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	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)