

Please keep a copy of this form for your records. Should you have questions concerning the receipt of your application, please contact the Office of the Registrar at DSN 370-6762, civilian 06221-378287 (within Germany) or +49-6221-378287 (outside of Germany); fax +49-(0)6221-301284; or e-mail eddiplomas@ed.umuc.edu. If you have questions about your progress toward completing academic requirements, please contact the Office of Evaluations at DSN 370-6762, civilian +49-(0)6221-3780; fax +49-(0)6221-302017; or e-mail edevals@ed.umuc.edu.

Mail the completed application along with payment of \$50.00 to either:	
APO Address	Civilian Address
University of Maryland University College Office of the Registrar Unit 29216 APO AE 09102	University of Maryland University College Office of the Registrar Im Bosseldorn 30 69126 Heidelberg, Germany

Mailing Address and Processing Procedures:

- Both your current mailing address and a forwarding address should be provided in Section 5. Because applications are normally submitted far in advance of the award of a certificate, a forwarding address is needed. Should there be a change in the mailing address for the certificate or your departure date from Europe after you file this form, it is your responsibility to notify the Office of the Registrar immediately to avoid delay in the receipt of your certificate.
- When your application is received, a copy is forwarded to Graduation Services. If, after a review of your academic records, it is determined that you **have not** met all requirements, you will receive a letter from Graduation Services and a copy of the evaluation indicating the remaining requirements. Once you have completed the remaining requirements, you should notify Graduation Services so that your application can be processed.

If, after a review of your academic records, it is determined that you **have** fulfilled all requirements, Graduation Services will notify the Office of the Registrar so that your certificate may be awarded.

- Certificates for University of Maryland University College are issued in December, May, and August. Certificates are mailed from the Office of the Registrar four to six weeks after the award date.
Note: Late applications are automatically transferred to the next award period.

Expected Completion	Application Deadline
December	1 October
May	15 February
August	15 May



Certificate Application

1. SSN _____ - _____ - _____

Date of birth _____
Day Month Year

2. Name as it should appear on your certificate.

First	Middle	Last	Former name
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Your certificate can be lettered only in your legal name, as it appears currently on your UMUC-Europe records. If your legal name has changed (e.g., due to a recent change in marital status), and you wish the new legal name to be lettered on your certificate, you must submit a completed UMRS-046 Notification of Student Name Change with this application.

3. Certificate period May August December 20 _____

Application and fee for this certificate period must be received in Heidelberg by 15 February 15 May 1 October

4. Certificate for which you are applying. Please submit one application per certificate.

University of Maryland University College (18 semester hours)

Certificate (check one)

- | | |
|--|---|
| <input type="checkbox"/> Accounting Foundations | <input type="checkbox"/> Management |
| <input type="checkbox"/> Computer Studies | <input type="checkbox"/> Mathematics |
| <input type="checkbox"/> Foreign Language Area Studies | <input type="checkbox"/> Women's Studies |
| <input type="checkbox"/> German | <input type="checkbox"/> UMUC Online: |
| <input type="checkbox"/> Italian | _____ |
| <input type="checkbox"/> Spanish | <input type="checkbox"/> UMUC (former 30 semester hour certificates): |
| | _____ |
| | <input type="checkbox"/> Other: |
| | _____ |

5. **Important:** Please refer to the mailing address and processing procedures, page 2, before completing the following:

Work phone _____ Fax _____

Home phone _____ E-mail _____

Present mailing address: I will be leaving my present address on/about _____
Please mail my certificate to the following address:

6. At which education center did you last register?

Have you attended another division of UMUC?

_____ Yes No If so, give location _____

Term _____ Year _____ Dates of attendance _____ to _____

Application Deadlines for Students

Completed certificate applications with \$50 application fee must be received in the Office of the Registrar in Heidelberg by the following dates: for certificates in December, prior to 1 October — in May, prior to 15 February — in August, prior to 15 May.

Note: Late applications are automatically transferred to the next award period.

I have read and understood all of the directions on both pages of this form.

_____ Signature

_____ Date