

# Add a Post-Baccalaureate Certificate Form

**Instructions:** Complete "Section A" and submit form to the Graduate College  
Lucas Hall, PO Box 6928, Radford, Virginia 24142 **OR** Fax: 540-831-6061

A.

Student Name: \_\_\_\_\_

Student ID Number (REQUIRED): \_\_\_\_\_

Date: \_\_\_\_\_

RU E-mail Address: \_\_\_\_\_

Telephone Number (day): \_\_\_\_\_

Local Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Present Major: \_\_\_\_\_

Post-Baccalaureate Certificate you wish to add: \_\_\_\_\_

Student Signature: \_\_\_\_\_

## FOR OFFICE USE ONLY:

B.

Signature of Certificate Coordinator: \_\_\_\_\_  
(Add a certificate check list)

Signature of Admissions Coordinator: \_\_\_\_\_

Date Change Processed: \_\_\_\_\_

Copies to: Registrar, Certificate Coordinator, Student, Graduate College

*Dean's Office*  
Lucas Hall  
P.O. Box 6928  
Radford, VA 24142  
(540) 831-5724  
(540) 831-6061 FAX

*Graduate Admissions*  
Lucas Hall  
P.O. Box 6928  
Radford, VA 24142  
(540) 831-5431  
(540) 831-5084 FAX

*Southwest Virginia Higher  
Education Center*  
P.O. Box 1987  
Abingdon, VA 24212  
(276) 619-4314  
(276) 619-4309 FAX

*Virginia Western  
Community College*  
2 Floor Thomas Center  
Roanoke, VA 24038  
(540) 857-6123  
(540) 857-6467 FAX

*Roanoke Higher Education Center*  
108 N. Jefferson Street  
Suite 510  
Roanoke, VA 24016  
(540) 767-6190  
(540) 767-6199 FAX