



1701 North State Street, Campus Box 150436
Jackson, MS 39210-0001
Web: www.millsaps.edu/resources/office-records
Email: records@millsaps.edu
Office: Academic Complex, Room 142
Phone: 601-974-1120

Certificate Completion Form

The purpose of the Certificate Completion Form is to certify a student's successful completion of their undergraduate (UG) or graduate (GR) certificate, which will ensure that language verifying a student's successful completion is documented on the student's official Millsaps transcripts, as well as the issuance of a printed copy of the physical certificate. *Certificate students should submit their Completion Form to the Records Office (AC 142 or records@millsaps.edu) by the end of their last semester in which they will complete the final course(s) for their Certificate.

Student Name: _____ Student ID: _____

Today's Date: _____ UG or GR Certificate? _____

What is the official name of the certificate that was completed? _____

*At the end of which term will it be completed? _____

Address to mail the physical certificate to:

Student Signature: _____ Date: _____

Advisor Signature: _____ Date: _____

Department Chair Signature: _____ Date: _____

Office of Records Processing Only

Date and initial of staff member entering into Colleague: _____
Initial Date

Date and initial of staff member ordering the physical certificate to be mailed to the student's address: _____
Initial Date