



Undergraduate Certificate Declaration

This form is **NOT** for declaring Graduate Certificates.

Name: _____ OSU ID #: _____
Last First Middle

College: _____

Certificate Name: _____

Certificate Code (4-digit Major Code) (see "How to" below): _____

Campus: Corvallis Cascades Ecampus Portland LaGrande

Are you pursuing this certificate while you are finishing another degree at OSU? Yes No

Action Requested: **Add** Certificate **Drop** Certificate

Student Signature: _____ Date: _____

College Head Advisor Signature*: _____ Date: _____

**Signature is from the head advisor of the college granting the certificate.*

NOTE: If you intend to complete this certificate within the next three terms, you must, after this change is made, use the online application for graduation in [MyOSU](#) to apply for the awarding of the certificate.

How to get a Certificate Code (Major Code): Go to the online catalog and click on Degrees & Programs. Then click on [Certificates](#). To view the current and past certificates offered by OSU. Click on the Certificate you want to declare or drop. The 4-digit Certificate Code (Major Code) is at the bottom of the Requirements tab and begins with the letter C.