

Initial Post-baccalaureate Student Certification of Major

- ✓ Use this form for the INITIAL certification of students who have already completed a bachelor's degree and wish to earn a second bachelor's degree. (If a student is already certified as a post-baccalaureate student and wishes to change major or to pursue additional plans (e.g., minors or certificates), use the separate '[Change of Undergraduate Major](#)' form.)
- ✓ Students cannot be certified to seek a degree of the same name as the prior earned degree, even if the name of the major is different.
- ✓ Students seeking financial aid MUST complete two forms in order to be considered for scholarships and loans as a Post-baccalaureate student. First, the FAFSA application must be completed at FAFSA.gov. If asked to submit a Post Baccalaureate Verification form (5-B), they would log into SubmitSFSDocs.wsu.edu.
- ✓ Graduating seniors will not have their status changed to 'Post-baccalaureate' until after the degree is conferred.
- ✓ Students are certified using the current year and term, which controls their academic requirements for graduation. If a different year and term is required, please provide that information in the "other notes" field at the bottom of the form.
- ✓ Students who plan to begin a program of graduate studies should consult with the Graduate School.
- ✓ Provide the name of the Advisor. Forms without an Advisor name will not be processed and will be returned to you.
- ✓ Students must be certified in all the academic programs /plans that they will be awarded at the time the degree is conferred.
- ✓ The Department Authorization section must be completed. A signature is required for forms returned via paper copy.

Return the completed form on the following page, without these instructions, to the campus registrar's office where the student attends – via email, fax, or campus mail. If you send the form via email or fax, there is no need to send a hard copy.

- Pullman – Email: ro.records@wsu.edu. Fax: 509-335-7823. Campus Mail: 1035. For questions call 509-335-8434.
- Global Campus – Email: online.registrar@wsu.edu. Campus Mail: 5220. For questions call 509-335-3979.
- Spokane – Email: spok.reg@wsu.edu. Fax: 509-358-7538. Campus Mail: 1495. For questions call 509-358-7530.
- Tri-Cities – Email: tricity.registrar@wsu.edu. Fax: 509-372-7100. Campus Mail: 1671. For questions call 509-372-7136.
- Vancouver – Email: van.registrar@wsu.edu. For questions call 360-546-9565.
- Everett – Email: everett.admission@wsu.edu. Mail: 915 N. Broadway, Everett, WA 98201. For questions call 425-405-1600.

Initial Post-baccalaureate Student Certification of Major Form

Use this form for the INITIAL certification of students who have already completed a bachelor's degree and wish to earn a second bachelor's degree. To change a post-baccalaureate's major, use the '[Change of Undergraduate Major](#)' form.

Student Name _____ I.D. _____
Last, First Middle Initial

What is the name of the Student's Prior Degree Earned? _____

~ Verification of Degree and Major ~

Note! All post-baccalaureate students are coded as non-degree (x4710) at the time of admission, until the prior degree is verified. Students must be changed to a pre-certified or certified degree seeking code to be eligible for financial aid.

Students may be Pre-Certified (4700) if they need to take coursework to meet certification requirements or Certified (x4720 or higher). These codes are eligible for financial aid.

Provide the following information, using the program/plan/subplan names or codes for the new degree:

Pre-Certify (Student has not met certification requirements)

Certify (Student has met certification requirements)

Degree of: _____

- With a Major in (if different from degree name): _____
 - With an Option in (if applicable): _____

- For General Studies majors, list options below:
 - _____

- Name of Advisor(s): _____

~ Department Authorization (required) – Please print or type name and Circulate to Appropriate Units ~

I am the Authorized departmental representative for certifying this program /plan:

Your Name _____ Email _____

Academic Unit _____ Phone _____ Date _____

Signature (required for forms sent as paper copy) _____

Other notes (if needed): _____