



APPLICATION FOR CERTIFICATE

Students seeking this Business Certificate should plan to complete the certificate requirements throughout their degree programs. Attempting to complete the certificate or saving certificate courses to be completed in just one or two semesters may result in the student being unable to complete certificate requirements due to high demand for required courses, as course availability cannot be guaranteed. *This form must be completed and submitted prior to the start of the student's graduating semester.*

To complete the Certificate in Business, students must successfully complete the following four courses (12 credit hours). Students are required to earn a cumulative grade point average of 3.0 or better in these courses. These courses do not have a business course prerequisites:

- ACCT 640 FINC 635 MGMT 655 MKTG 621

If you have completed the undergraduate versions of any or all of these courses (business minor courses), then you must use a substitute for the course(s). The recommended substitutions are:

COURSE	SUBSTITUTES
ACCT 640	No substitutes currently offered
FINC 635	FINC 629, 632, 642, 645
MGMT 655	MGMT 630
MKTG 621	No substitutes currently offered

All certificate programs are tracked through the Office of the Registrar and have to be added to the student's record through a request in the University Adjustment System (UAS). In order to add the certificates to the student's record, the following must be completed prior to the start of the student's graduating semester:

- Obtain signature from the MBA Programs Office.
- After MBA Programs Office signature, please return the form to your academic adviser.

Advisors: The certificate will need to be added to the student's record by submitting an Additional Curriculum Request through the UAS, with a scanned version of the signed form attached in the UAS. Certificate requirements are located above. The code for the certificate is **GCT-BUSI** or **GCT-BUSI-XDE**. The paper form can be retained in the student's major department file or destroyed.

For additional information, contact us at mbaprograms@mays.tamu.edu.

Name: _____
 UIN: _____
 Anticipated Graduation Date: _____
 Email: _____
 Phone: _____
 Permanent Address: _____

Date: _____
 Major: _____
 City, State & Zip Code: _____

MBA Programs Signature: _____

Advisor Signature: _____