

# THE GRADUATE SCHOOL

## Certificate Processing Fees Form

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**BINGHAMTON**  
UNIVERSITY  
STATE UNIVERSITY OF NEW YORK

The Graduate School  
Binghamton University  
PO Box 6000  
Binghamton, NY 13902-6000  
607-777-2151; Fax: 607-777-2501  
binghamton.edu/grad-school

Please type when completing this form.

Student: \_\_\_\_\_ B-Number: \_\_\_\_\_  
Last Name First Name Middle Initial

Graduate Degree Department/Program: \_\_\_\_\_

Certificate Program: \_\_\_\_\_

If you are preparing to graduate from a graduate degree program and are also finishing an add-on certificate, a certificate of completion in college teaching, or a certificate of completion in community college teaching, you must submit this form with the certificate processing fee by the posted deadline.

(Please note that, if you were not enrolled in a graduate degree program when you matriculated into your certificate program, you are completing a stand-alone certificate. You do not need to submit this form and the certificate processing fee, as you paid this fee with your certificate program application.)

Contact the Degree Completion Team at [gad@binghamton.edu](mailto:gad@binghamton.edu) if you are unsure if you owe this fee.

The \$100 certificate processing fee can be paid via personal check or money order. Make your payment out to the Binghamton University Graduate School. Include your name and your B-Number on your payment.

Deliver this form and the certificate processing fee to the Graduate School, Couper Administration Building, Room 134, or mail them to the Graduate School, Binghamton University, PO Box 6000, Binghamton, NY 13902-6000.

Submit this form and the certificate processing fee to the Graduate School in the semester in which you plan to graduate. If you do not submit this form and the fee, your certificate cannot be conferred.

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