

**Procedures for Filing  
APPLICATION for DEGREE and TEACHER CERTIFICATION**

The attached packet contains directions to apply for your degree from the College of Education as well as directions and forms for certification to teach in the State of Idaho. Each form is important; complete all forms in ink.

Return graduation and certification forms on or before the designated date below:

**Graduating**  
Summer OR Fall Semester, 2009  
Spring Semester, 2010

**Due Date**  
May 15, 2009  
December 18, 2009

**Please submit ALL completed forms to the Office of Undergraduate Programs and Certification  
College of Education, Room 309 in the Dean's Office.**

**GRADUATION FORMS**

The Application for Degree is on-line. Go to the University of Idaho website [www.uidaho.edu](http://www.uidaho.edu) and enter your ID and PIN numbers at the web login. Select "Student Information/Registration Menu" and then "Apply for Degree." Complete and **print** the Application for Degree. Return to the Registration Menu and select "Graduating Senior Survey." Complete the three part survey and print the confirmation page (not the actual survey). Take these forms to your advisor for his/her review and signature. A late fee will be charged by the UI Bursar for applications received after the dates given above. For additional information about graduation, go to: [www.uidaho.edu/registrar/graduation](http://www.uidaho.edu/registrar/graduation).

**CERTIFICATION FORMS**

- **Institutional Recommendation for Idaho Professional Education Credentials (B-2) form**
  - ✓ Complete section 1 *only*. The address should be the location where you would like your certificate mailed.
- **Application for an Idaho Professional Education Credential (B-1) form**
  - ✓ Complete all items. (Your choices for certificate are Standard Elementary, Standard Secondary, Standard Exceptional Child (Special Ed) and/or Early Childhood/Early Special Education Blended. Your endorsement is the subject area i.e. mathematics, history, etc.) Remember to complete the back and **sign** at the bottom.
  - ✓ **Attach a \$75 check (or money order) made payable to Idaho State Department of Education.**
- **Transcript Request Form**
  - ✓ Fill in top portion with your name and address.
  - ✓ Fill in the top right box. Sign where indicated.
  - ✓ Fill out Send Transcripts section as follows:
    - ⊙ Hold for PICK\_UP Lauren
    - ⊙ Mail after my B.S. or Cert Only (choose one) DEGREE is posted
    - ⊙ Select "Official" and Number of Transcript(s): 1Mail to: Idaho State Department of Education  
Office of Teacher Certification  
PO Box 83720  
Boise, ID 83720-0027
  - ✓ **Attach a \$7 check (or money order) made payable to UI Bursar.**

\*\* You are responsible for ordering transcripts **from any other institutions** of higher learning that you have attended. Have them sent directly to the Idaho State Department of Education OR turn them in to the College of Education along with the certification paperwork. Only the coursework that you have completed at the University of Idaho will appear on your official UI transcript.

**Note:** You will receive your teaching certificate from the Idaho State Department of Education approximately 6-8 weeks after the close of the semester in which you received your degree. You will receive your diploma from the UI Registrar approximately 8 weeks after the end of the term in which you graduated.

**Address if mailing:** Undergraduate Programs & Certification, University of Idaho, College of Education, PO Box 443080, Moscow, ID 83844-3080.

**Questions:** Please contact Lauren Bowersox, Certification Officer at 208-885-6610 or [laurenb@uidaho.edu](mailto:laurenb@uidaho.edu).