



VCU

Strategic Enrollment Management
and Student Success

Office of the University Registrar
Grace E. Harris Hall
1015 Floyd Ave., 1st Floor
P.O. Box 842520
Richmond, VA 23284-2520
[Website: https://registrar.vcu.edu](https://registrar.vcu.edu)

Certificate of Eligibility

Student Information

Name	
Permanent Mailing Address	
Street	
City	
State	
Zip Code	
Student ID Number (9-Digit V-Number)	
Telephone Number	
Semester	
Year	

Course Level

(Select one option)

- Registering for undergraduate and graduate courses
- Registering for undergraduate courses only
- Registering for graduate courses only
- Teacher taking courses for recertification only
- Senior citizen taking courses for audit only

Eligibility Status

(Select the highest level attained — select one only)

- High school student
- High school graduate, not out of school one year
- High school graduate, out of school one year
- GED holder
- Applicant admitted to VCU for a future semester
- Transient student from another college

- Former VCU undergraduate, not under suspension
- Former college undergraduate student
- Hold associate degree
- Hold baccalaureate degree
- Hold master's degree
- Hold doctoral degree

School Information

(Name and address of school corresponding to the eligibility status selected above)

Institution Name	
Street	
City	
State	
ZIP Code	
Dates of Attendance	

Eligibility Requirements

In order to receive undergraduate credit, a nondegree-seeking (special) student must have been out of school for at least one year for a first suspension or five years for a second suspension and must fall into one of the eligibility status categories three through 12 above. Special undergraduate students are limited to enrolling in a maximum of 11-credit hours per semester.

In order to receive graduate credit, a nondegree-seeking (special) student must fall into one of the eligibility status categories 10 through 12 above. Please read the Graduate and Professional Programs Bulletin and be aware of the general admission requirements therein as well as any special requirements in individual schools or programs.

I have read the eligibility statements above and understand that, if my eligibility is not established, I will not receive academic credit for courses taken at VCU nor will I be entitled to a tuition refund as a result of my ineligibility. I also authorize the above-named school to release the information requested on this form.

Student Signature	
Date	

Certification of Eligibility

(to be filled out by school)

Section I: High school only

- Graduate of this institution
- Has attended this institution but has not graduated\
- We have no record of this student

Please indicate whether or not the student graduated from your school.

Date Graduated	
Comments	
Date Graduated	
Institution Name	
Signature	
Date	

Section II: College only

(indicate the student's status)

- Graduate of this institution
- Has attended this institution but has not graduated
- Currently attending this institution and not on academic suspension
- Currently on academic suspension
- We have no record of this student

Degree	
Date Awarded	
Date of Suspension	
Suspension Expiration Date	
Comments	
Institution Name	
Signature	
Date	

When completed by school official, this form should be returned to: Virginia Commonwealth University, Office of the University Registrar, 1015 Floyd Ave., room 1 100, Richmond, VA 23284-2520. The administration of Virginia Commonwealth University appreciates your cooperation in forwarding this information.