UNC GREENSBORO
Financial Aid *and* Scholarships

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finaid@uncg.edu ▪ Spartan Central ▪ Document Uploader ▪ Financial Aid and Scholarships

UNDERGRADUATE LICENSURE/CERTIFICATION FORM

Name _____ Student ID _____
Last First MI

E-mail _____

This form and a graduation plan or plan of study must be submitted to continue processing your federal financial aid.

To be eligible for federal financial aid, a student must:

- be registered for classes required for the specific certificate program,
- provide documentation from your faculty advisor to support your claim, and
- indicate below the basis for your continuing eligibility.

Return this form and supporting documents via UNCGenie Document Uploader:

- ☑ Log into UNCGenie via iSpartan
- ☑ Financial Aid Main Menu
- ☑ Under General Links click Financial Aid Document Upload Process
- ☑ Select Appropriate Aid Year and Submit
- ☑ Select "Other" for document type and submit
- ☑ Choose your file and click upload
- ☑ Look for the green "successfully uploaded" confirmation.

ADVISOR'S STATEMENT

I have reviewed the certification below and confirm the educational objectives of this student.

☐ A signed copy of the _____ Licensure/Certification Graduation Plan or Plan of Study has been given to the above-mentioned student.

Total number of hours required to complete program of study: _____

_____ _____
Advisor's Signature Date

_____ _____
Advisor's Name (Please Print) Department

STUDENT'S EDUCATION CERTIFYING STATEMENT

For Academic Year _____

I am applying for federal aid on the basis of being enrolled in at least 6 credit hours each semester in an eligible undergraduate program leading to an approved certificate. I further understand that any optional courses that I elect to take beyond those specifically required for the _____ Licensure Program, do not qualify for financial aid. I also certify that I will use this licensure to work as a teacher and not in another school position.

In addition to my certifying statement above, I also confirm that I have provided:

☐ Advisor's statement (above)
☐ Graduation Plan or Plan of Study

_____ _____
Student's Signature Date

LICUND; 3/2/2026