

# APPLYING FOR THE UNDERGRADUATE RESEARCH CERTIFICATE

## WHAT ARE THE REQUIREMENTS?

Find out what's needed to complete the Certificate

## HOW DO I CHECK WHICH REQUIREMENTS I'VE MET?

Run a Degree Audit with FAU DARS from [myfau.fau.edu](http://myfau.fau.edu)

Choose "Select a Different Program"

In the drop-down, select "Undergraduate Studies — Certificate in Undergraduate Research"

## I'M INTERESTED IN THE CERTIFICATE. WHAT DO I DO FIRST?

Email your academic Advisor to request they add the Certificate to your academic record, viewable via Banner in [myfau.fau.edu](http://myfau.fau.edu)

## I'VE MET THE CRITERIA. HOW DO I APPLY FOR THE CERTIFICATE?

Once the Certificate is a part of your academic record, *you must submit the Application for Certificate*

## I HAVEN'T MET THE CRITERIA. WHAT DO I DO?

You can use the DARS audit as a checklist towards meeting the criteria

### HOW DO I REGISTER FOR *IDS 4914: UNDERGRADUATE RESEARCH FORUM?*

If you are accepted to present at one of FAU's internal symposia, you will be asked to register for *IDS 4914: Undergraduate Research Forum*

If you think you qualify for a substitution or waiver for some of the criteria, then complete the Substitution form. Submit documentation and your DARS Undergraduate Research Audit to [ouri@fau.edu](mailto:ouri@fau.edu)

## CONFERRAL OF CERTIFICATE

The Certificate will be conferred upon completion of your last course applicable to it