



Admission

____ *For matriculated Graduate Students:*

Note: If you are a COLI Track B MA student, make note of this (in ink) on your Add-On form.

____ *For those not matriculated in a Binghamton University Graduate School Program and not intending to apply for one:*

Coursework

Exams

The Certificate exams are taken in your final semester of completing the certificate. They commonly overlap with certificate coursework, although coursework may be completed prior to the exams.

Note: The TRIP Coordinator will arrange with your faculty member for your exam to be ready for you at the University Testing Center (UTC).

Note: Ask the faculty member giving you your exam for practice materials

Note: This practice is relevant to those who are translating into languages other than English;

Note: You will be informed of which week has been designated for taking the Translation Practice exam;

Note: The exam weekend will be announced early in the semester for a weekend typically in November (for Fall exams) or April (for Spring exams)

(make an appointment with the TRIP Coordinator)

Note: Meet with the examiner for each exam for additional recommendations on how to prepare

Note: If you fail any exam, you may retake it once and must pass in order to earn the Certificate.

Certificate Completion

Note: If you are matriculated in a degree program, complete this form for your certificate only, unless you have completed your degree program. If you are completing your degree and certificate in the same semester, the GADF form will give you the option of completing a GAFD for a second degree or certificate, so you can complete one