

CERTIFICATES OF INSURANCE

For official verification of university coverage to third parties, a Certificate of Insurance can be issued from the Office of Risk Management. Requests should be submitted via email (mikki@vt.edu) at least ten (10) business days in advance of the date the certificate is needed. Certificates of Insurance can be requested in the following instances:

- Events – University and Virginia Cooperative Extension sponsored activities.
- Bus Use Agreements – Virginia Tech can provide a certificate of insurance for automobile liability insurance to school systems so individuals can be transported to activities in public school buses. The Bus Use Agreement must be signed and notarized by a representative of the school system and authorized representative at Virginia Tech before the Certificate will be issued. No other vehicles other than school buses can be covered on Bus Use Agreements.
- Office of Sponsored Programs – Certificates of Insurance are provided for sponsored research activities. Copies of the agreement are usually needed to ensure proper coverages are listed on the requested Certificate.
- Internships/Externships – Certificates of Insurance are provided to students participating in internships/externships at places such as businesses, research facilities, hospitals or clinics. The student must be eligible to receive credit hours for the internships/externships and be enrolled in order to receive a Certificate. The request must come from the Department approving credit and the student must be an enrolled student.

Virginia Tech, as an agency of the Commonwealth of Virginia operates under the Code of Virginia. The Code of Virginia prohibits any agency of the Commonwealth from assuming anyone else's liability. Other parties cannot be named as additional insured on Virginia Tech Insurance Certificates. The certificate will limit itself to those activities of "Virginia Tech employees and volunteers, including enrolled students".

Forms:

[Request for Certificate of Insurance](#)

[Office of Sponsored Programs Request for Certificate of Insurance](#)

[Blank Bus Use Agreement](#)