Application for Awarding of Certificate

• *Please Print Legibly or Type* •

Application Deadlines: Fall Grad – May 31   *Spring & Summer Grad – October 31*

Name: _____

(EXACTLY as it should APPEAR on the Diploma and Commencement Program)

Student ID#: _____   Last 4 of SS#:_____   Phone#:_____

Address to mail diploma if unable to pick up: _____

_____

_____

Certificate for which you are making application: (Please check one)

Accounting ....☐
Career Technical Licensure ....☐
Healthcare Administration ....☐
Information Processing...☐
Information Technology..☐
Marketing..☐
Medical Coding and Billing ....☐
Medical Transcriptionist..☐
Pharmacy Technician..☐
Professional Banking...☐
Small Business Management..☐
Spanish ....☐
Welding ....☐

Term and year of completion: (Please check one)

Summer Semester 2024 ....☐
Fall Semester 2024...☐
Spring Semester 2025 ....☐
Summer Semester 2025 ....☐

Please Note: Certificate Only students do not participate in the commencement ceremony.

X_____

STUDENT SIGNATURE   **DATE**

FEE REQUIRED: $10*   Self-pay: ☐   Add to Account: ☐

*The University reserves the right to change the fee as necessary. Payment must be submitted by March 31st.