

Certificate of Completion

STUDENT INFORMATION

Please note that Certificate of Completion requests can take up to three weeks to process.

Last Name:		First Name:	
Student ID:		Former Names:	
Date of Birth: / /		Email Address:	
Street Address			
City:	State:	Zip:	Phone:
Final Semester:		Degree and Major:	

QUANTITY

_____ Certificate/s of Completion

First five copies are free, \$10.00 for the sixth copy and \$2.00 for each additional copy on the same request.

SELECT PAYMENT

Payment must be received prior to processing. Please note: if you have a financial hold, we may be unable to process your request.

- Pay cash/check/charge card in person
- Mail with check enclosed
- Mail with credit card number (Visa, Master Card, and Discover accepted)

Card Number _____ Exp. Date _____ Security Code* _____ Amount to Charge \$ _____

Card Holder Name (Print) _____ Card Holder Signature _____

* Please refer to the back of your credit card for your 3 or 4-digit security code.

DELIVERY METHOD

- I will pick up my certificate/s at the Office of the Registrar.
- I authorize the following individual to pick up my certificates on my behalf (must bring photo ID): _____
- Fax to the following: _____
- Please mail to the following address/es:

Send _____ copies of my certificates to:

Send _____ copies of my certificates to:

Name _____ Name _____

Address _____ Address _____

STUDENT SIGNATURE Physical signatures only; digital signatures are not accepted. Forms without a signature will not be processed.

Signature _____

Date _____