

APPLICATION FOR CERTIFICATE/ADVANCED CERTIFICATE

PLEASE TYPE OR NEATLY PRINT ALL INFORMATION. APPLICATIONS WILL NOT BE PROCESSED WITHOUT THE STUDENT'S SIGNATURE AND DATE OF SIGNATURE INDICATED. Applications may be faxed (716-839-8343), mailed (Registrar's Office, Daemen College, 4380 Main St, Amherst, NY 14226), or delivered to the Registrar's Office (Duns Scotus #123).

CERTIFICATE/ADVANCED CERTIFICATE PROGRAM: Check one:

- Certificate: Accounting
□ Certificate: Government & Urban Problems
□ Certificate: Human Resource Management
□ Advanced Certificate: Adult Nurse Practitioner
□ Advanced Certificate: Nursing Education
□ Advanced Certificate: Nursing Executive Leadership
□ Advanced Certificate: Orthopaedic Manual Physical Therapy (Fellowship)
□ Advanced Certificate: Palliative Care Nursing

I WILL COMPLETE ALL REQUIREMENTS AND ALL DOCUMENTATION WILL BE ON FILE AT THE CONCLUSION OF (check one AND indicate year):

- FALL YEAR
□ SPRING YEAR
□ SUMMER YEAR

MY NAME AS IT SHOULD APPEAR ON THE CERTIFICATE: Type/Print one letter in each space. Leave a space blank if a space is required. All letters will be capitalized unless otherwise indicated. If you wish to have your name listed differently than that which appears on your academic record, you must append a copy of the legal document which verifies the name change, i.e., marriage certificate, divorce decree, legal change of name, etc. If your name is legally to be changed after this form is filed, at your request, your certificate will not be printed until the legal documentation is submitted to the Office of the Registrar.

(FIRST NAME)
(MIDDLE OR MAIDEN NAME)
(LAST NAME)

SOCIAL SECURITY #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

ADDRESS TO WHICH YOUR CERTIFICATE SHOULD BE MAILED: (Certificates are generally released within 2 weeks of program completion.)

(Street Address) (City) (State) (Zip)

LOCAL/CELL PHONE NUMBER PERMANENT PHONE NUMBER:

EMAIL (your Daemen email account): (Verification of your status will be sent exclusively to your Daemen email account).

CONFIRMATION OF RECEIPT OF YOUR APPLICATION:

Shortly after your application is received in the Registrar's office, you will receive confirmation of its receipt. Such confirmation will be released exclusively to your Daemen email account. Confirmation assures you that you have been tentatively added to the list of prospective certificate recipients and that your record will be reviewed to determine status on completion of requirements for the certificate program. RECEIPT OF CONFIRMATION DOES NOT CONSTITUTE CLEARANCE FOR CERTIFICATE COMPLETION.

POLICIES RELATIVE TO COMPLETION OF CERTIFICATE PROGRAMS:

- 1. Students satisfying all certificate program requirements must complete and submit the Application for Certificate form to the Office of the Registrar. Applications must be filed in the semester prior to the final term of studies for completion of certificate requirements. Students who do not file an application will not be reviewed to determine status on completion of requirements, thereby prohibiting reflection of certificate completion on the academic record and preparation/release of the certificate.
2. Official documentation for all completed coursework must be received prior to verification of certificate completion. Documentation for transfer credit is an OFFICIAL TRANSCRIPT(S) from the institution(s) granting credit. Faxed transcripts are NOT acceptable. Documentation for Daemen College coursework (including grade changes and 'Incomplete' grade changes) is the original class roster bearing the Instructor's signature and the student's final grade.
3. GRADE CHANGES AND CHANGES OF INCOMPLETE GRADES: It is the student's responsibility to assure that the faculty member has officially made the appropriate grade change.
4. Transcripts or any document which is generally accepted in lieu of a transcript (including the certificate) will not be released for any student whose financial obligation to the College has not been satisfied.

I have read this form and understand College policies as stated in this document. (THIS FORM WILL NOT BE PROCESSED WITHOUT THE STUDENT'S SIGNATURE).

STUDENT'S SIGNATURE

DATE OF SIGNATURE