

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 #120).

CERTIFICATE/ADVANCED CERTIFICATE PROGRAM: _____

Campus Location (Check One): Main Campus Brooklyn Campus Online

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

- January For Students Completing requirements from October 1st through January 15th
May For Students Completing requirements from January 16th through May 31st
September For Students Completing requirements from June 1st through September 30th

Registrar's Office Use only: Moved to: FA Year Initials Date, SP Year Initials Date, SU Year Initials Date

MY NAME AS IT SHOULD APPEAR ON THE CERTIFICATE: Print one letter in each space. Leave a space blank if a space is required. All letters will be capitalized unless otherwise indicated.

(STUDENT ID NUMBER) SOCIAL SECURITY # (Only if Student ID Number not given)

(FIRST NAME)

(MIDDLE OR MAIDEN NAME)

(LAST NAME)

ADDRESS TO WHICH YOUR CERTIFICATE SHOULD BE MAILED: (Diplomas will be ready to be picked up in Registrar's Office 6-8 weeks after conferral. We will hold them in office for a two week period to be picked up after that they will be mailed to the address listed below.)

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

PHONE NUMBER All communication from Registrar's Office will be sent to your Daemen E-mail only

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.
2. Students must satisfy all certificate program requirements. Consult the college catalog or the Program Plan on the Registrar's web page for a complete listing of requirements.
3. Official documentation for all completed coursework must be received by the Registrar prior to verification of certificate completion.
4. GRADE CHANGES AND CHANGES IN INCOMPLETE GRADES: It is STRONGLY RECOMMENDED that students with grade changes contact their instructor to assure that the instructors has submitted the appropriate grade change form to the Registrar's office.
5. Final credit evaluations are completed for all applicants at some point during the final term of study and the student will be notified of the status for certificate completion via email Daemen email account.
6. 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