



Office of the Registrar
31 College Drive, Concord, NH 03301-7412
Tele: (603)271-7142 Fax: (603)271-6431

Certificate Request Form

Please complete this form when completing the course requirements for your certificate program. Students must achieve a minimum grade point average (GPA) of 2.0 in those courses required in the specific program. Students must also be officially accepted into the certificate program.

Are you planning on continuing next semester in an Associate Degree Program? YES NO

Students who have successfully completed a certificate program and who wish to transfer earned credits into a degree program must apply for admission into the desired degree program.

ID # Certificate: (If receiving two certificates, please complete separate form)

Certificate Option: (If applicable)

Print your name CLEARLY and EXACTLY as you would like it to appear on your certificate:

FIRST NAME MIDDLE NAME OR INITIAL LAST NAME

Street Address

City State Zip Code

Home Phone Number Work Phone Number Cell Phone Number

Please check the semester you anticipate completion of program requirements AND list course(s) below that you will be taking during that semester (include any one-week intensive classes). If you have taken or are taking a class(es) at another institution, you must request that they send an official copy of your transcript to NHTI. Failure to do so may delay your certificate completion. Only courses with a "C" or better will be considered.

- Checkboxes for Fall Semester Completion, Spring Semester Completion, Summer Semester Completion with corresponding course list numbers 1) through 5).

Note: Certificates take 1 - 2 weeks to process after the award date. Certificates will be mailed providing all financial and other obligations to NHTI have been met.

Student Signature

Date

---Office Use Only---

Date Rec'd Catalog Term Semester Curriculum Completed GPA Certificate Posted Account Status Mailed