



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

Diploma/Professional Certificate Request Form

Please complete this form when completing the course requirements for your diploma or professional certificate program. Students must achieve a minimum grade point average (GPA) of 2.0 in those courses required in the specific program. All students (excluding DMS) will be charged a graduation fee (\$50.00 for DA; \$25.00 for LPN) which must be paid according to the tuition/fee due date of the semester of their graduation term.

Anticipated Completion Date:
 Fall 2011
 Summer 2012

Submit Request Form on or before:
 October 22, 2011
 April 13, 2012

Graduation Fee Due by:
 August 17, 2011
 June 1, 2012

ID # _____ Diploma: _____

Professional Certificate: _____

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

 FIRST NAME MIDDLE NAME OR INITIAL LAST NAME

 Mailing 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 program completion. Diplomas will be mailed providing all financial and other obligations to NHTI are met.

Fall 2011 Completions - Due October 22, 2011
 (Diploma mailed after award date-December 30, 2011)

Summer 2012 Completions - Due April 13, 2012
 (Diploma mailed after award date - August 31, 2012)

- 1). _____
- 2). _____
- 3). _____
- 4). _____
- 5). _____

 Student Signature

 Date

 Department Head Signature

 Date

---Office Use Only---

Date Rec'd _____ Catalog Term _____ Student Type ('S') _____ Grad Date SGASTDN _____ SHAD _____ PTK CMNT _____
 SHADIPL _____