

Certificate Request Form

Office of the Registrar
nhtiregistrar@ccsnh.edu
603-230-4014



Please submit this form when completing the course requirements for your certificate program to the Registrar's office / email

YOU MUST APPLY AND BE ACCEPTED IN THE CERTIFICATE PROGRAM and have achieved a minimum grade point average (GPA) of 2.0 in those courses required in the specific 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.

Student ID #

Certificate:

(If receiving two certificates, please complete separate forms)

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	Cell Phone Number	Work Phone Number

Please check the semester and add the year you anticipate completing your required courses

Fall	Semester	Completion	(January 1 Award Date)
Spring	Semester	Completion	(June 1 Award Date)
Summer	Semester	Completion	(September 1 Award Date)

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

Financial Obligation Statement: I agree that by registering for courses within the Community College System of New Hampshire (CCSNH), I am financially obligated for ALL costs related to the registered course(s). Upon a drop or withdrawal, I agree that I will be responsible for all charges as noted in the student catalog and handbook. I further understand that if I do not make payment in full, my account may be reported to the credit bureau and/or turned over to an outside collection agency. I also agree to pay for the fees of any collection agency, which may be based on a percentage of the debt up to a maximum of 35%, and all additional costs and expenses, including any protested check fees, court filing costs and reasonable attorney's fees, which will add significant costs to my account balance.