

Registrar's Office
P: 603-230-4014
F: 603-230-9314
NHTIRegistrar@ccsnh.edu

Certificate Request

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 into the certificate program and have achieved a minimum grade point average (GPA) of 2.0 in those courses required in the specific program. If you are receiving more than one certificate, please complete separate forms.

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.

NHTI Student ID # _____ Program _____

Print your name below clearly and exactly as you wish it to appear on your certificate:

Address _____
Street, City, State, ZIP _____
Home phone _____ Cell phone _____
Email _____

Please check the semester you anticipate completion of your required courses:

Anticipated Completion Date:

☐ Fall Jan. 1 award date
☐ Spring June 1 award date
☐ Summer Sept. 1 award date

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.

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