



NMSU Graduate School
 Educational Services Building Room 301
 MSC 3GS P.O. Box 30001
 Phone: 575-646-5746 Fax: 575-646-7758
<http://Gradschool.nmsu.edu>

Graduate School Use Only Sent and Processed by:

Date: _____

APPLICATION for COMPLETION of GRADUATE CERTIFICATE

Note: a separate application must be submitted for multiple certificates.

Application Instructions:

- Please have a final certificate check from your program done before completing this application.
- A completed Certificate Application must be submitted to Graduate School by the following deadlines: October 1st for December certificate; February 15th for May certificate; June 15th for August certificate.
Note: Late applications are automatically transferred to the next award period.
- Certificate Fee = \$25.** Certificate fees can be paid by credit card, check payment, or cash at Accounts Receivable in the Educational Services Building. The receipt from payment and this form must be hand delivered to the Graduate School office in the Educational Services building.
- Certificates will be mailed to the address indicated on this application approximately 6 weeks after grades are posted by the Registrar's Office.

Student Last Name:		Student First Name:	
Student Middle Name:		Student Email:	
Student Banner ID:		Phone:	

Address (where your certificate will be mailed):

Street:		City:	
State:		Zip:	
Province:		Country:	

Certificate Completion Date:

May	August	December
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Certificate Earned:

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I HEREBY CERTIFY that I am a candidate for the certificate listed on this application and that I am currently registered for or have already met the requirements for this certificate. I also understand that I will receive my certificate only after all academic requirements have been met.

FAILURE TO MEET COMPLETION REQUIREMENTS by the date indicated on this application will result in re-submitting the Certificate Application and Fee again.

Student Signature		Date	
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