MSU-BOTTINEAU

APPLICATION FOR
CERTIFICATE OF COMPLETION AWARD

Print your name legibly and ***EXACTLY AS IT SHOULD APPEAR*** on your certificate of completion. Present the application to your curricular advisor for a signature to verify you are a candidate for award; then, return the form to the Student Services Office.

All students who apply are classified as "CANDIDATES" until their program credits and GPA calculations are made. Certificates of Completion are mailed to graduates approximately two weeks after commencement.

NAME _____
First Middle Last

EMPL ID #: _____

ADDRESS TO WHICH YOU
WANT YOUR CERTIFICATE
OF COMPLETION MAILED: _____
Street City State Zip

Do you plan to attend the spring graduation ceremony? _____Yes _____ No

CERTIFICATE OF COMPLETION

____ *Basic Grounds Keeper Skills*
____ *Bookkeeping*
____ *Cisco Networking Technician*
____ *Medical Coding*
____ *Medical Transcription*
____ *Micro Computer Technician*
____ *Office Applications Technician*
____ *Operating Systems Technician*
____ *Recreation Management*
____ *Sun Microsystems Technician*
____ *Web Technician*

This student has completed the prescribed courses (or acceptable substitutions) for the curriculum checked above and I verify that he or she is a candidate for the appropriate certificate of completion.

_____ _____
Date Advisor's Signature

>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>**OFFICE USE ONLY**<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<

This student has earned the required GPA and credits for the certificate of completion listed above.

$25 Cap & Gown payment _____ Yes _____ No

Registrar _____ Date _____

Copy to Distance Education Coordinator