NC STATE UNIVERSITY

Enrollment Management and Services
Department of Registration & Records

registrar.ncsu.edu

Campus Box 7313
1000 Harris Hall
Raleigh, NC 27695-7313

P: 919.515.2572
F: 919.515.2376
E: studentservices@ncsu.edu

DECLARE CERTIFICATE FORM

IMPORTANT INFORMATION

Contact the Coordinator of your desired certificate for specific instructions on the application process for declaring a certificate and guidance on filling out the rest of this form. For a list of Graduate Certificates, please see: http://www.ncsu.edu/grad/programs/search/index.php?s=&p=c&d= For a list of Undergraduate Certificates, please see: http://oucc.ncsu.edu/certificates Submit the signed form to Registration and Records for processing.

_____ _____
Last Name First Middle **Student Identification Number**

_____ _____
Student Signature Date **Email Address Phone Number**

TO ADD A CERTIFICATE:

Add: _____ _____
Certificate Title Certificate Code

Advisor Employee ID and Name:_____

This change is effective for: Fall Semester ____ Spring Semester ____ Sum I ____ Sum II____
Year Year Year Year

_____
Certificate Coordinator Name Signature Date

TO DROP A CERTIFICATE:

Remove: _____ _____
Certificate Title Certificate Code

Advisor Employee ID and Name:_____

This change is effective for: Fall Semester ____ Spring Semester ____ Sum I ____ Sum II____
Year Year Year Year

_____
Certificate Coordinator Name Signature Date

Received by R&R:_____ **Processed by R&R Staff** _____

Revised 5/16