



Credit Certificate Enrollment Form

It is important that you and your advisor keep a copy of this form for future reference.

PART 1 – Consultation with Academic Advisor or Adult Education Coordinator (AEC)

Date _____

Student's Full Name _____

Mailing Address _____

City _____ State _____ Zip Code _____

e-mail _____ Telephone _____

PSU ID _____

Certificate Sought _____

Certificate Code: _____

Academic Information:

____ Nondegree Status ____ Degree Status Major _____

____ Part-time student ____ Full-time Student

Name of Academic Adviser/AEC _____

Signature of Academic Adviser/AEC _____

Employer Information (optional):

Employer _____

Address _____

City _____ State _____ Zip Code _____

Does your employer provide a tuition reimbursement benefit? ____ Yes ____ No



PART 2 – Registrar Enrollment Request

Take this form to the Registrar’s office and request that you be enrolled in the certificate program.

Have a representative in the Registrar’s office sign this form confirming your enrollment.

Registrar’s Office Signature/Date _____

PART 3 – Request for Certificate

It is the responsibility of the student to request the certificate after all requirements have been successfully completed for the certificate.

Return this completed form to the Adult Education Coordinator in Continuing Education (AEC) and make your request for the credit certificate by signing below.

Signature of Student/Date _____

The AEC will forward a copy of this completed form along with your transcript documenting the successful completion of all course requirements to the Registrar and director of Academic Affairs for review.

Signature of AEC/Date _____

Signature of Registrar/Date _____

Signature of DAA/Date _____

You will be notified when the certificate is ready for pick-up and the completion of your certificate has been noted on your official Penn State transcript. Expect this process to take approximately thirty days.