



Graduate Student Services
 New Mexico State University
 PO Box 30001, MSC 3G
 Las Cruces, NM 88003-8001
 Phone: 575-646-2736 Fax: 575-646-7721
<http://prospective.nmsu.edu/graduate>

Application for Completion of Graduate Certificate

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

To apply:

1. Please have a final certificate check from your program done before completing this application.
2. A completed Certificate Application must be submitted to Graduate Student Services 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.*
3. Certificate Fee = \$25 Certificate fees can be paid by credit card over the phone, by mailing this application with your check payment to the address listed above, or hand delivering it to the Graduate Student Services office in the Educational Services building.
4. Certificates will be *mailed to the address indicated on this application* approximately 6 weeks after grades are posted by the Registrar's Office.

Name:	Last	First	
	Middle	Banner ID	
	Email address	Phone	
Address (<i>where your certificate will be mailed</i>):			
	Street	City	
State	Zip	Province	Country
Certificate Completion Date:	May	August	December

Certificate Earned

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 paying the fee again.

Your Signature <i>(Your initials can be used as your electronic signature.)</i>	Date
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