



# CERTIFICATE APPLICATION FORM

Student Registration and Records Office

4240 Campus Drive Lima, OH 45804 | (419) 995-8425 | [www.RhodesState.edu](http://www.RhodesState.edu)

## Instructions

1. Carefully read and complete this form.
2. Please keep your permanent address on file current. That is the address we will mail your certificate to.
3. Make sure all transfer credit, proficiency credit, or credit for experience has been processed. These must be processed before the term of your completion.
4. Email the completed Certificate Application form to [registrar@rhodesstate.edu](mailto:registrar@rhodesstate.edu) by the deadline shown below.

### CERTIFICATE APPLICATION DEADLINE DATE:

**End of the first week of classes for the term you will finish the certificate.**

*NOTE: If you fail to meet the requirements for the term requested, you must re-apply again for the term you expect to meet requirements.*

(PLEASE PRINT)

\_\_\_\_\_  
First

\_\_\_\_\_  
Middle

\_\_\_\_\_  
Last

\_\_\_\_\_  
Student ID (R#)

\_\_\_\_\_  
Certificate Completion Term/Year

\_\_\_\_\_  
Certificate Name

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

*If you have questions, please contact the Student Registration and Records Representative at (419) 995-8425*