



Application for Certificate of Proficiency

RECORDS OFFICE

1. Complete this application and submit with \$15 Fee to the Cashier's Office. Make checks payable to Terra Community College.
2. Complete a separate application for each certificate being sought. Additional certificates are \$5 each.
3. A copy will be mailed to you indicating the status of your application for certificate.
4. This audit does not constitute final approval for certificate. A review will be made prior to the completion of your final semester.

Please Print or Type

Name		Signature		Date
Address		Student I.D. # or Last 4 Digits of Social Security Number		
City	State	Zip Code	Telephone Number	

CERTIFICATE APPLICANT:

Print your name exactly as it should appear on your certificate. Please take your time to make this legible.

First	Middle	Last
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EXPECTED TERM OF COMPLETION:

Term	Year
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CERTIFICATES PROGRAM:

For Office Use Only (See attached Certificate Audit for courses which must be completed to fulfill requirements.)

- All Certificate Requirements have been met.
- All Certificate Requirements will be met with successful completion of scheduled FALL/SPRING/SUMMER Classes.
- See Attached Audit for courses which need to be completed.
- Additional Comments: _____

Evaluation completed by	Date
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Cashier's Office

Records Office

Amount Paid/Date	Received by	Date Certificate Mailed
Multiple Certificate	Fee Refunded/Date	Application Withdrawn