



APPLICATION FOR A CERTIFICATE

Filing Period (semester/year): _____

	H	
Print Student Name	Student ID#	Date

Circle type of certificate and indicate program:

Achievement/Accomplishment: _____ Catalog Year: _____

Achievement/Accomplishment: _____ Catalog Year: _____

Achievement/Accomplishment: _____ Catalog Year: _____

Achievement/Accomplishment: _____ Catalog Year: _____

Achievement/Accomplishment: _____ Catalog Year: _____

Your signature below confirms your understanding of the following statements:

- The name printed on the certificate is the name in our student information system. If your name has changed, you must provide documentation to the Admissions Office to update your records.
- You are aware of the certificate requirements as stated in the college catalog.
- You may submit the application for a certificate to the Admissions Office without a counselor’s signature if you have never attended another college/university. If you have attended another college/university, you are required to see a counselor in order to submit your application.
- You are responsible for having all official college/university transcripts, including AP, IB and/or CLEP, on file with the Admissions Office. In addition, any course substitution/waiver forms signed by the appropriate department chair in order to complete your application.
- A grade of C or better is required for all certificate courses.
- The Admissions Office will only email you at your AHC email address if there is a problem with your application.
- Upon grade finalization, your certificate of achievement will post on your AHC transcript and Parchment will provide a digital certificate and mail paper certificates within three months of the end date of the semester in which you applied for a degree. If your address changes, please update your address via the myHancock portal.
- For students earning a Certificate of Achievement: Your signature gives AHC permission to publish your name in the commencement program or any commencement publications.
- Please submit completed form, including required signatures, to: certificates@hancockcollege.edu

Student’s Signature

Counselor signature required if student attended another college/university.

I, the undersigned AHC counselor, verified that the above student has met all of the requirements for a certificate from Allan Hancock College.

Print Counselor Name	Counselor’s Signature	Date

For Admissions Only:

Requirements met? Yes No Deficiencies: _____ Units: _____

Evaluator: _____	Certificate Prepared: _____	Certificate Mailed: _____
Initials and date	Date	Date

Entered in Banner: _____
Initial and date