

## Notification of Certificate Program Completion

**Instructions:** This form must be completed and submitted to the certificate program’s administrative contact before the end of the add/drop period of the term of your last certificate course; certificate program completions cannot be processed retroactively. The certificate cannot be granted or included in the transcript until the form is submitted and verified by the certificate program. Failure to notify the program of your certificate completion in a timely manner may result in loss of interest subsidy on any subsidized federal direct loans and/or non-compliance with Satisfactory Academic Progress due to extended length of program.

This two-page form may be completed electronically or you may print the form out and write the information legibly. Send the completed form to the certificate program’s administrative contact as an email attachment. Certificates will be ordered in conjunction with diplomas for degree-seeking students in the summer, spring and fall.

**Certificate Program Name** \_\_\_\_\_

**Student Name** (as it should appear on the certificate of completion)

\_\_\_\_\_

First

Middle

Last

**Student Email** (that will be active for at least 3 months) \_\_\_\_\_

Students should plan to pick up their diplomas in person, or have a friend pick up the document for them. If there is no alternative, certificate programs will mail diplomas to a domestic US address. If the student needs the document to be mailed to an international address, they should contact the certificate program to make arrangements and to learn about any fees that may apply.

**Postal address for individuals who need their document mailed to them** (please give a US mailing address that will be valid for at least four months, exactly as it should appear on the package).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**For reaccreditation, the School is required to report aggregate employment information.**

**Check (X) all applicable that best describe you currently:**

\_\_\_\_\_ **Enrolled in a degree program:** \_\_\_\_\_  
Degree program JHU school

\_\_\_\_\_ **Seeking employment** \_\_\_\_\_ **Not employed by choice**

**Employed (other than post-doc or resident/fellow) in a health-related area:** \_\_\_\_\_ **or in a non health-related area:** \_\_\_\_\_

## Notification of Certificate Program Completion

Student Name: \_\_\_\_\_

List each certificate course completed and currently in progress:

Course #	Course Name	Academic Year & Term	Credits	Grade	Place a check mark in a column below to Indicate type of course	
					Core/ Required	Elective

Please explain all course waivers or substitutions (or other pertinent information):