



## CERTIFICATE REQUEST FORM

### Instructions:

Please submit certificate request form along with **\$7.00 money order** made payable to "Lehman College" for each certificate program or course(s) you complete to the address above.

**PLEASE NOTE:** Students who are requesting a **program certificate** must have completed a **program application** and submitted it along with \$25 application fee, and documentation (i.e. essay, official transcripts, and copy of G.E.D or high school diploma). Certificates are processed within 6-8 weeks **after** the request form is received and the student has met all obligations due to the College. Certificates are **not** processed during registration periods.

Please complete all information that applies:

### PROGRAM(S) certificate request (\$7.00 money order each)

PROGRAM TITLE	DATE/SEMESTER COMPLETED

### SINGLE COURSE(S) certificate request (\$7.00 money order each)

COURSE CODE(S)/TITLE(S)	DATE/SEMESTER COMPLETED

Complete name **exactly** as you would like it to appear on your certificate:

(Name appears First name, MI, Last Name on certificate)

LAST NAME:

FIRST NAME:

MI:

STREET ADDRESS:

APT/FLOOR #:

CITY:

STATE:

ZIP CODE:

EMAIL:

DAY PHONE NUMBER: