



New Mexico State University Carlsbad

1500 University Drive
Carlsbad, M 88220
Tel: 575- 234- 9200, toll free: 888-888-2199
Fax: 575-88 5- 4951

APPLICATION FOR ONE-YEAR CERTIFICATE

A separate application must be submitted for each certificate. An application must be submitted to the Student Services Office (Room 111) by the certificate application deadline published in the Schedule of Classes during the session you plan to graduate.

To apply for graduation with a One-Year Certificate:

- Complete this application. Please print or type all information.
Take this application to the NMSU-C Business Office (Room 108) and pay the \$10 fee. (The Business Office cashier will note on bottom of this application that payment has been made and will return completed application to Student Services.)

NOTE: If you fail to graduate during the session indicated on this application, you must re-apply and pay the fees again at that time.

Fall Spring Summer Year
Graduation Term

NMSU Banner ID

Certificate for which applying

Last Name First Middle Maiden

Street Address City State Zip Phone

Address to which certificate is to be mailed (if moving out of town after graduation)

I hereby certify that I am a candidate for the certificate listed on this application and that I am currently registered for or have already met the final requirements of this certificate. I also understand that I will receive my certificate only AFTER all academic requirements have been met.

Signature

Date

CERTIFICATES WILL BE MAILED APPROXIMATELY 2 WEEKS AFTER THE LAST DAY OF CLASSES AFTER GRADES HAVE BEEN VERIFIED FOR THE SEMESTER (Effective Fall 2001Semest)

For Student Services Office Use Only:
Date application received: _ _ _ _ _

For Business Office Use Only:
Date Paid_ _ _ _ _

Student eligible for certificate: () Yes () No

Received By (initials),_ _ _ _ _

Receipt Number_ _ _ _ _