

Certificate Application for Students in Associate/Bachelor Degree Programs

This form is intended for students who wish to obtain a Certificate in addition to their current degree program.

If you wish to apply for a dual program (i.e. certificate) you should submit this form to the Registrar's Office prior to the beginning of a semester. If received after the beginning of a semester, the change is effective next term. Students who are enrolled in an Associate or Bachelor's program and seek to earn a certificate, must meet the admission requirements of both programs. The Advisor of the second program will attach a listing of additional courses/credits to be completed in order to fulfill the requirements. The list of courses is subject to course availability. Other courses may be substituted with the permission of the Department Chair.

NOTE: The Primary Major will not change. If you wish to change your major, you should complete the Curriculum Change Form.

If you are an EOP or International student you must complete Section I & II

SECTION I

Student RAM ID Number	Last Name	First Name	Telephone Number
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Current Degree/Major: _____

Certificate Program: _____

Effective Term: _____ Check here to confirm that the student's Degree Works Audit has been reviewed.

Student's Signature	Date
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Certificate Program Chairperson's Approval	Date
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SECTION II

Check here **IF** you are an **EOP** student, you must obtain a signature from the **EOP Office**. Once a signature is obtained, return this form to the **Registrar's Office**.

Print Name	Signature	Date
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Check here **IF** you are an **F-1 or J-1** student, you must obtain a signature from the **International Education Office**. Once a signature is obtained, return this form to the **Registrar's Office**.

Print Name	Signature	Date
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Return signed and completed form to Registrar's Office, Laffin Hall, Room 225 or Regoffice@farmingdale.edu