

Adding a Certificate or Advanced Certificate

Instructions

This form is used to add either a certificate (CT) or an Advanced Certificate (ACT) to a student's career. It is to be completed by the student in conjunction with the department offering the Certificate or Advanced Certificate.

General Information

Please Type

University ID Number _____

Name _____
Last First Middle

Add a new CT or ACT

Complete the information below for the Certificate or Advanced Certificate to be added to the student record.

Effective Term _____ Academic Program _____
Program Action ACTV Academic Plan _____

Required Signatures

Important note:

Current federal and state financial aid regulations do not permit extension of aid eligibility due to the additional unique credits required. There are different eligibility restrictions for federal, state and university scholarships, grant and loan programs. By signing below the student is assuming the responsibility of meeting with his or her financial aid counselor to confirm the end date of aid eligibility in comparison with the date of degree completion.

Student

Print _____ Email _____@rit.edu

Sign _____ Date _____

Approval from the Department Offering the Certificate (CT) or Advanced Certificate (ACT)

Print _____ Email _____@rit.edu

Sign _____ Date _____

Registrar's Office Use Only

Date Received _____
Date Processed _____
Processed by _____