

## CERTIFICATE/DIPLOMA APPLICATION

This application should be submitted by part-time students who have completed the final academic requirement for their credential. Students registered in a full-time program should not submit this form as an internal graduation review is scheduled at the end of each term.

### INSTRUCTIONS

Complete and return the certificate/diploma application along with an acceptable method of payment. The cost of a new application is \$38.00.

Allow four to six weeks for processing.

### Acceptable Methods of Payment

**In Person:** Dare District, Lower Level, Registrar's Office

- Debit, Credit, Money order or cheque payable to Algonquin College
  - ❖ Cash is **not** an acceptable method of payment.

**Mail:** Algonquin College, Dare District, Lower Level, Registrar's Office, 1385 Woodroffe Avenue, Ottawa, ON, K2G1V8

- Money order or cheque payable to Algonquin College

**Online:** To pay by credit card, submit form at <http://www.algonquincollege.com/askus> (bottom of the form)

**Program Name:**

**First Name:**

**Last Name:**

The name that is in the student information system is the name that will be printed on your credential. Log into your ACSIS account (Profile) to ensure your records are up to date.

**Student Number:**

**Date of Birth: DD/MM/YY:**

**Telephone:**

**Email:**

**Please select your preference:**      Pick up (Dare District, Lower Level)      Mail\*

**\*Confirm mailing address**

Street Address:

Province:

City:

Postal Code:

### To be completed by the Registrar's Office

<b>Amount Paid</b>	\$38.00	<b>Updated address (if applicable)</b>	
<b>Receipt Number:</b>		<b>Date:</b>	
<b>Staff Initials:</b>		<b>Ordered:</b>	
<b>POS:</b>	<b>GPA:</b>	<b>Date of Credential:</b>	<b>Mailed Out:</b>

### CREDIT CARD INFORMATION

**Credit Card Number**

**Expiry Date (MM/YY)**