

- Check the current certificate application deadlines.
- Students should meet with their Program Advisor or Student Success Coach prior to filling out the certificate application. Follow the link to Schedule an Advising Appointment. (<https://www.whos-next.com/olympic/appointments/>)
- Note: Certificates will not be issued if an outstanding debt is owed to the college.
- All Certificates will be mailed to the address on file approximately 6-8 weeks after grades have posted for the term.
- **Certificate Application Fee (non-refundable):**
 - \$20 for first certificate
 - \$10 additional certificate(s) in the same quarter OR \$20 if not in the same quarter.
- For more information, please visit the Graduation Page on our website. (<https://www.olympic.edu/current-students/graduation/graduation-approval-process>)
- To change your contact and mailing information please visit your Student Homepage in ctcLink.

OFFICE USE ONLY:

Term: _____

Certificate: _____

Status: _____

Notes:

PRINT OR TYPE YOUR NAME: _____

CTCLINK ID NUMBER: _____

Your diploma name will be your name listed in ctcLink. If you want a different name on your diploma, please follow the link on our Graduation page to change it.

Email: _____

Please check the appropriate Certificate:

Certificate of Recognition

- Program Title: _____
(Certificate Title Exactly as Listed in the Catalog)

Certificate of Completion

- Program Title: _____
(Certificate Title Exactly as Listed in the Catalog)

Certificate of Proficiency

- Program Title: _____
(Certificate Title Exactly as Listed in the Catalog)

Certificate of Specialization

- Program Title: _____
(Certificate Title Exactly as Listed in the Catalog)

Catalog Year:

Students may only use catalog years that they attended under, and catalog must be from within the last 8 academic years (current year and 7 years prior).

Term Completion:

Summer _____

Fall _____

Winter _____

Spring _____

I understand that I am responsible for ensuring that I have met all of the requirements for the certificate indicated above.
Please refer to the appropriate catalog for specific requirements.

STUDENT SIGNATURE

DATE

Program Advisor Signature is **required** for all Certificate Applications.

PROGRAM ADVISOR SIGNATURE

DATE