



Application for Admission of an Add-On Certificate in Counseling

Student Information

_____ Student Name	_____ Banner ID
_____ Program/Major (Certificate)	_____ Student Email
_____ Student Signature	_____ Date

Required Approval to Request Certificate Degree:

_____ Department Chair Signature (Master's/Doctoral)	_____ Date	_____ Academic Advisor Signature (Certificate)	_____ Date
_____ Academic Advisor Signature (Master's/Doctoral)	_____ Date	_____ Graduate Coordinator Signature (Certificate)	_____ Date

The Graduate College Use Only

Date Request Received: _____ Date Request Processed: _____

Request Decision: Approved Not Approved Request Processed By: _____

Note(s): _____

Criteria and Instructions

A student admitted to a Counseling program may be awarded a certificate:

1. International students must satisfy any additional requirements of the Office of International Affairs(OIA)
 2. Must request the certificate after 30 hours of course work has been completed within their degree program.
 3. Must submit form and plan of study at least one semester before you plan to graduate.
- Department must submit the plan of study for the certificate along with this form.
 - Department must submit the completed form to the Graduate College, 120 Gibbs Hall.
 - Student must meet graduation eligibility requirements and an application for graduation must be submitted for the term you wish to graduate. **See *The Graduate College Catalog* at www.ncat.edu/grad for complete instructions and deadlines.**