



Received by _____ Date: _____

CERTIFICATION REQUEST FORM

INSTRUCTIONS AND REGULATION

1. Please **PRINT** or **TYPE** all information accurately and completely.
2. A certification of a student's attendance at Guam Community College will be issued in accordance with the written instructions of a student (or if the student is a minor, the student's parent or legal guardian) whose certification is being requested.
3. If anyone other than the student is to pick up the certification, the student must provide a written authorization.

I, _____, hereby request the Registrar to certify, concerning.

LEGAL NAME: _____ STUDENT ID NUMBER: _____
i.e. SSN/ Driver's License

MAILING ADDRESS: _____ DATE OF BIRTH: _____
PO Box OR Home Mailing Address Month/ Day/ Year

GENDER: () Male () Female

TELEPHONE NUMBER: _____ PROGRAM: _____ TERM: _____
(i.e. VHS, AHS, College, GCC Special Projects) (Sem/Year)

SPECIFY, EXACTLY, THE CERTIFICATION YOU ARE REQUESTING (e.g. Full/Part-Time Status, Declared Student..)

1. _____
2. _____

_____ Number of Certifications Requested

THE REGISTRAR'S LETTER OF CERTIFICATION SHOULD BE ADDRESSED TO:

- I will pick up my Certification from the Admissions & Registration Office
- I hereby **AUTHORIZE** _____ to pick up my Certification
- Please mail directly to the address: _____

I understand that in requesting this certification, I have authorized the Registrar to release pertinent portions of my educational records, according to the requirements of the Family Education Rights Privacy Act (FERPA Statutes).

STUDENT'S SIGNATURE: _____ DATE: _____

Certification prepared by: _____	Certification checked by: _____
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STUDENT FILE