

**Penn State Abington
Certificate Request Form**

Please complete and return as indicated in order to receive your certificate.

Name: _____
(Please print your name as you would like it to appear on the certificate)

Social Security Number: _____

Address: _____

Telephone (home): _____ (work): _____

Program for which the certificate should be issued:

List the courses you have taken to complete the requirements for this certificate:

Course Title	Term & Year	Campus
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

If a substitution for a class has been approved, you must submit the approval with this form.
If you just completed a course, all grades for the current semester must be entered into the computer system before we can issue your certificate.
If your certificate request needs to be sent to University Park, anticipate a turnaround time of approximately six weeks. Please return this form to:

Heather M. Smith, Staff Assistant, Continuing Education
Penn State Abington, 1600 Woodland Road, Abington, PA 19001
215-881-7389 hms1@psu.edu

If you have any questions, please feel free to contact me.