

# Certificate Request Form

*The Office of Registration and Records*

Name: \_\_\_\_\_ Student ID: \_\_\_\_\_  
*Print exactly as you want it to appear on your certificate*

Email: \_\_\_\_\_ Primary Phone: \_\_\_\_\_

Course Requirements completed: Semester: \_\_\_\_\_ Year: \_\_\_\_\_

Check one: \_\_\_\_\_ I will pick up my certificate      \_\_\_\_\_ Please mail my certificate

Current mailing address: \_\_\_\_\_  
*(only complete if certificate is to be mailed)* \_\_\_\_\_  
 \_\_\_\_\_

***Allow at least one week for processing. A receipt for the fee of \$25 per certificate must accompany each request. The Business Office accepts credit/debit card information via phone or check/money orders made payable to Capitol Technology University by mail. Certificates will not be released to students with Business Office holds.***

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Certificates (select all that apply):

*Note: Students seeking an undergraduate certificate may only apply one relevant transfer course to certificate requirements. Course substitutions and/or waivers are not permitted. Please see the university catalog for additional details regarding certificates.*

**GRADUATE-LEVEL**

- \_\_\_\_\_ Digital Forensics and Cyber Investigations
- \_\_\_\_\_ Healthcare Systems Security
- \_\_\_\_\_ Information Assurance Administration
- \_\_\_\_\_ Network Protection
- \_\_\_\_\_ Secure Cloud Computing
- \_\_\_\_\_ Secure Mobile Technology
- \_\_\_\_\_ Security Management

**UNDERGRADUATE – LOWER DIVISION**

- \_\_\_\_\_ Object-Oriented Programming
- \_\_\_\_\_ Programming and Data Management
- \_\_\_\_\_ Web Programming

**UNDERGRADUATE – UPPER DIVISION**

- \_\_\_\_\_ Acquisitions Management
- \_\_\_\_\_ Computer and Network Security
- \_\_\_\_\_ Project Management
- \_\_\_\_\_ Software Engineering
- \_\_\_\_\_ Space Missions and Operations Specialist

**For office use only:**  
 Certificate Earned: \_\_\_\_\_  
 Entered on Transcript: \_\_\_\_\_  
 Payment Received: \_\_\_\_\_  
 File Ownership/Return Eligibility: \_\_\_\_\_  
 Signed by Admin: \_\_\_\_\_  
 Sent/Ready for Pick up: \_\_\_\_\_