

Certificate Application Form

Date of Application : YYYY / MM / DD (Academic Year _____, Semester _____)

Student ID		Dep./Inst.	
Full Name		Date of Birth	YYYY / MM / DD

※ Please attach an original official transcript (in English) with completed courses highlighted in fluorescent marker.

Review Result (P/F)	Required Course Title	Credits Earned	Grade	Review Result (P/F)	Elective Course Title	Credits Earned	Grade
Total Required Credits _____ Credits				Total Elective Credits _____ Credits			

Review Opinion (Please check one): ※ If a review meeting was held, please attach a copy of the Program Committee meeting minutes.

- ☐ The student has completed the required _____ credits of required courses and _____ credits of elective courses.
- ☐ Approved for program certificate issuance.
- ☐ The student has completed all required credits, except for _____ credits of required courses and _____ credits of elective courses currently being taken this semester.
- ☐ Approved to prepare the program certificate in advance, to be issued upon confirmation of passing grades.

Program Reviewer Signature & Date:
Program Certificate Issuance
Office of Academic Affairs
Certificate Receipt Signature**Instructions:**

Student fills out application → Program Review → Submitted to Curriculum Section, Office of Academic Affairs →

Certificate prepared and applicant notified via EMAIL.