



Certificate Completion Request

Instructions: Please complete all information. Please PRINT.

Today's Date: _____ ID#: _____

Name: _____

(Your certificate name will be the same one that is on file in your official Gateway Technical College record.)

Prior Name (s): _____

Current Address: _____
Street or PO Box City State Zip

Phone #: _____ (Home) Phone #: _____ (Work or Cell)

Address certificate should be mailed to (if different than above):

Street or PO Box City State Zip

Certificate completed: _____

Campus: Elkhorn Kenosha Racine **Completion Date:** _____

Employment Status Survey:

- I am employed (or job pending) and do not need job placement services, but I know services are available in the future.
- I am employed/underemployed, but looking for employment. Have the Gateway Job Placement Office contact me.
- I have no need for job placement services at this time, but I know services are available in the future.
- Other _____

Office Use

Counselor: OK to release as completed? Yes No **Audited by:** _____ (Initial & Date)

Final GPA: _____ **Comments:** _____

Records Staff: Completion Date: _____ **SGRD Updated:** _____ **Counselor Letter:** _____

Debt from: _____ **Notified:** _____ **Certificate Ordered & Student Notified:** _____

Final Transcript Sent: _____ **Certificate Sent:** _____