



# TECHNICAL CERTIFICATE COMPLETION FORM

There is a \$35.00 certificate fee.  
Please email completed form to the  
Registrar's Office (registrar@westgatech.edu).

CERTIFICATE COMPLETERS  
DO NOT PARTICIPATE IN THE  
GRADUATION CEREMONY

Official Use Only  
Fee Paid: \_\_\_\_\_ Verified by: \_\_\_\_\_  
Receipt #: \_\_\_\_\_ Date: \_\_\_\_\_

Please print your name exactly as you wish it to appear on your certificate.

First Name	Middle Name	Last Name
Street Address		
City	State	Zip Code
Phone (Day)	Phone (Evening)	Student ID#
Student Signature		

Program of Study—Certificate Program Completed:

Semester Completion: Summer  Fall  Spring

- CERTIFICATE GRADUATES ONLY: Last Date of Attendance** \_\_\_\_\_
- Employment Status (check one)**
- Employed in Field
  - Employed in Related Field
  - Employed in Unrelated Field
  - Unemployed
  - Status Unknown
  - Continued Education
  - Military
  - Employed in Field & Continuing Education
  - Employed in Related Field & Continuing Education
  - Employed in Unrelated Field & Continuing Education
  - Not Available for Employment

Employer Name : \_\_\_\_\_

Employer Address : \_\_\_\_\_

Employer Phone Number and Contact Person: \_\_\_\_\_

Continuing Education Information: \_\_\_\_\_

### THIS AREA TO BE COMPLETED BY ADVISOR

I certify that course requirements are on track for completion of TCC and have attached a copy of student's program advisement sheet.

Advisor's Signature: \_\_\_\_\_

### THIS AREA TO BE COMPLETED BY REGISTRAR'S OFFICE

Courses verified in BANNER: \_\_\_\_\_

Certificate processed and mailed: \_\_\_\_\_

Exit Information keyed into BANNER: \_\_\_\_\_ COMMENTS: \_\_\_\_\_

*As set forth in its student catalog, West Georgia Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law). Equity (Title IX) Coordinator, Dr. Tonya Whitlock, Vice President for Student Affairs, tonya.whitlock@westgatech.edu, 401 Adamson Square, Carrollton, GA 30117, 678.664.0532. ADA (Section 504) Coordinator, Dr. Rick Leveille, Vice President for Administrative Services, rick.levielle@westgatech.edu, 401 Adamson Square, Carrollton, GA 30117, 678.664.0533*