

**AUGUSTA TECHNICAL COLLEGE
CERTIFICATION REQUEST**

Processing Time is 1-2 business days. No documents can be produced for a student that has a hold on their account for a financial obligation to Augusta Technical College.

You may return the completed form to the Office of Student Records or email to student.records@augustatech.edu.

ENROLLMENT – Current semester

Enrollment Certifications are not official and cannot be released until the 3rd week of the semester.

Anticipated graduation dates are included on the certification.

For Prior term enrollment verification, please request a transcript.

REGISTRATION – Future semester

Registration Certifications can be released after a student has registered for a given term.

The Registration Certification is exactly like the Enrollment Certification except that it indicates that enrollment is not official until a future date.

PLACEMENT SCORES (COMPASS/ASSET/ACCUPLACER)

A student must have paid the application or testing fee in order for placement scores to be released.

WITHDRAWAL/NEVER ENROLLED

Withdrawal Certifications are generally only completed for the last term of enrollment.

Never Enrolled Certifications can only be completed if a student has no academic history at Augusta Technical College.

PLEASE PRINT CLEARLY:

NAME: _____

STUDENT ID/SSN: _____

PHONE NUMBER: _____

EMAIL: _____

PLEASE SELECT ONE OF THE FOLLOWING OPTIONS:

PLEASE EMAIL TO: _____

PLEASE FAX TO: _____

ATTENTION: _____

I WILL PICK UP

STUDENT SIGNATURE: _____ **DATE:** _____