



**Applicant Information**

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Applicant Name: Mr./Ms. \_\_\_\_\_

GUID Number: \_\_\_\_\_

Phone: \_\_\_\_\_ GUEmail: \_\_\_\_\_

Alternate Email (optional): \_\_\_\_\_

Are you an international student?  Yes  No

International students are required to notify the Office of International Programs (202-687-5867) of their intent to end their studies/obtain their certificate at the start of their final semester.

For which semester and year are you applying to earn your certificate (finishing all requirements)?

Spring of 20\_\_\_\_  Summer of 20\_\_\_\_  Fall of 20\_\_\_\_

**Academic Program**

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- APC in Human Resources Management  APC in Journalism  
 APC in Public Relations and Corporate Communications  APC in Real Estate  
 APC in Sports Industry Management  APC in Technology Management

**Minimum APC Academic Requirements – Please Check All That Apply**

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By the end of the current semester, I will have a minimum of 12 unique credits (out of a maximum of 15 total credits) that apply to this APC alone and do not count to another APC or MPS program.

By the end of the current semester, I will have 15 earned graduate-level credits that apply to my APC program.

By the end of the current semester, I will have a minimum cumulative GPA of 3.00 for all coursework completed in my APC program at Georgetown.

I have submitted with this application my APC Certificate Guidelines which was submitted to and signed by my program at the start of my studies.

**Important:** Certificate Programs must be planned and approved in advance by the program Associate Dean and filed with the Academic Affairs Office and will not be awarded retroactively to students. The individual MPS APCs may have additional program-specific course and/or GPA requirements. Students are strongly encouraged to print copies of their unofficial transcripts and class schedules to review with their academic department in the semester prior to their planned graduation. While the academic department can provide guidance and advice, it remains the students' responsibility to ensure that they have met all school and program requirements.

Please return your completed application to the *SCS Office of Academic Affairs & Compliance*, via fax to 202-687-8954; or hand-deliver or mail to 3307 M Street, Suite 202; Washington, DC 20057.



**Certificate Information**

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Certificates are issued three times a year to qualified students: September (for summer certificates); January (for fall certificates); and May (for spring certificates). The name on your certificate should correspond to the name on your official transcript.

Full Legal Name \_\_\_\_\_

*First Name*

*Middle Name or Initial*

*Last Name*

I will pick up my certificate at the Tropaia Ceremony.

I would like my certificate to be mailed to the following address:

\_\_\_\_\_  
\_\_\_\_\_

**Tropaia Ceremony**

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Students who have **completed** the APC by the end of the current spring semester are invited to attend. Additionally students who have **completed** the APC in the previous summer or fall terms are invited to attend the spring ceremony.

I plan to attend the May Tropaia Ceremony.

I do not plan to attend the May Tropaia Ceremony.

\_\_\_\_\_  
Student Signature and Date