

**Pratt Institute
School of Information
CERTIFICATE ADDITION FORM**

- School of Information students who plan on graduating with certificate(s) must file the Certificate Declaration Form by the beginning of their final semester of study.
- Note that for SI degree programs, students may only declare a maximum of 2 certificates.
- Sign and date the form, then drop it off at the School of Information Office or email it to si@pratt.edu. Once the completed form is reviewed and approved, it will be sent to the Registrar's Office for processing whereby the certificate program(s) will be added to the student's audit.

STUDENT INFORMATION		
FIRST NAME:	LAST NAME:	PRATT ID#:

PROGRAM OF STUDY	
CURRENT SEMESTER:	PROGRAM OF STUDY:
CERTIFICATE ADDITION #1:	CERTIFICATE ADDITION #2:
STUDENT'S SIGNATURE:	DATE:

FOR INTERNAL OFFICE USE ONLY					
Approved to add certificate(s) NOT approved to add certificates(s)	<table style="width: 100%; border: none;"> <tr> <td style="text-align: center; border: none;">SI Dean/Advanced Certificate Coordinator</td> </tr> <tr> <td style="border: none;"> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">Signature:</td> <td style="width: 50%; border: none;">Date:</td> </tr> </table> </td> </tr> </table>	SI Dean/Advanced Certificate Coordinator	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">Signature:</td> <td style="width: 50%; border: none;">Date:</td> </tr> </table>	Signature:	Date:
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Registrar's Office (received)	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">Signature:</td> <td style="width: 50%; border: none;">Date:</td> </tr> </table>	Signature:	Date:		
Signature:	Date:				
Comments:					