



# Application for Credential

(Please Print Clearly and Complete All Fields Below)

Student ID: \_\_\_\_\_ Birthdate: \_\_\_\_\_ Phone: \_\_\_\_\_

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

*(All credentials awarded will reflect the current name in our system, so please ensure it is correct in your student self-service.)*

### Credential(s) you are applying for:

- Associate in Science (AS)
- Associate in Arts (AA)
- \*Associate in Fine Arts (AFA)
- \*Associate in Applied Science (AAS): \_\_\_\_\_
- \*Diploma(s): \_\_\_\_\_
- \*Certificate(s): \_\_\_\_\_

*\* Advisor signature and a curriculum guide is required for each credential (excluding AS/AA) applied for, applications will be returned to the student for missing documentation. If you are unsure of the credential you are applying for you, will need to contact your assigned advisor.*

### Semester in which you are applying for the credential(s) you have listed above:

- Summer (August)..... Application Deadline: June 15<sup>th</sup>
- Fall (December) ..... Application Deadline: Sep. 1<sup>st</sup>
- Spring (May)..... Application Deadline: Feb. 1<sup>st</sup>

*If your credential application is submitted after the specified deadline, you will not receive commencement information and your name will not be printed in the Commencement Program.*

### Review the following credential information:

- Meet with your assigned academic advisor. The Registrar's Office will check your requirements once the application deadline has passed. If problems are discovered, you will be contacted via letter and/or e-mail.
- Your credential, award date and honors notation (if applicable) will show on your transcript within four weeks after the last day of finals. You may request a transcript online at: [www.westkentucky.kctcs.edu/admissions/records](http://www.westkentucky.kctcs.edu/admissions/records)
- Review/update your name, address, phone number and e-mail on student self-service before graduation.
- All financial obligations to the College must be resolved prior to picking up your credential.
- For more information regarding graduation requirements visit: [www.westkentucky.kctcs.edu/admissions/records](http://www.westkentucky.kctcs.edu/admissions/records)

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*I certify that I have read/understand the credential and commencement information.*

Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*I verify that the student is following the attached, appropriate curriculum and meets the requirements for graduation.*