



**Extended Studies & Workforce Education
Norwalk Community College
188 Richards Avenue – Room W102
Norwalk, CT 06854
Request for Certificate of Completion**

Please follow the steps below to complete and submit your request.

Step 1: Provide information below by printing legibly.

Student ID#: _____ Email Address: _____
 First Name: _____ Last Name: _____
 Street Address: _____ City: _____ State/Zip: _____
 Telephone Numbers: Home _____ Cell: _____ Work: _____

 Student Signature Date

Step 2: Attach a copy of your Norwalk Community College transcript listing successful completion (a grade of “C” or higher) for the required courses in the Certificate Program and, if required, a copy of your high school diploma to this form.

To print out a copy of your transcript:

- A. go to www.my.commmnet.edu
- B. log in with your Student ID and Password
- C. click on Student Records
- d. click on Unofficial Transcript and select Print to print your transcript

Step 3: Indicate the Certificate of Completion you are requesting.

Step 4: Submit this form with supporting documents to the Extended Studies & Workforce Education Department at the address above.

Please Note: Approximate processing time is ten business days for processing.

To be completed by Extended Studies and Workforce Development

Authorized Signature for Approval *Date*

Comments: _____
