

COMPLETION CERTIFICATE (COPY) REQUEST FORM

To request a copy of your COMPLETION CERTIFICATE from ATI COLLEGE, please complete (include your signature) and return this form to ATI COLLEGE, Attention: Student Service Department / CERTIFICATES at **15141 Whittier Blvd., Suite 420, Whittier, CA 90603**. If paying by credit card, you may fax this form to (562) 864-7806. Otherwise, please include a check or a money order payable to the ATI COLLEGE and send to the above address. The cost for each COPY is \$10.00.

Note: Please allow 5 to 10 working days to process your request.

Student Information

Last name:

First name:

Middle name:

Home Address:

Home City, State, Zip:

Home Phone with Area Code:

Requesting to receive copy of completion certificate at home?

Yes

No (please complete Institutional Information section)

Academic Program Information

Program Name:

Academic Period (mm/dd/yyyy to mm/dd/yyyy)

Alternate Mailing Address / Institutional Information

School:

Attention:

Address:

City, State, Zip:

Payment Information

Method of Payment:

Cardholder's Name (print last, first):

Card Number:

Expiration Date (mm/yyyy):

Student or Cardholder's Signature:

For Office Use Only

Request received by (school official last, first name – print):

Date request received (mm/dd/yyyy):

Date request filled (mm/dd/yyyy):