This form should be used to request adding a Certificate program to a degree program at the School of Public Health. Matriculated MPH, MS and doctoral students at the School of Public Health may submit a request after completing their first semester. The requested Certificate program will review the student’s original admission file and the student’s School of Public Health transcript, in order to make a decision regarding the internal Certificate request. Please note no more than six (6) credits may be counted towards the curricular requirements for both a degree and a certificate program. For more information and certificate requirements, visit sph.rutgers.edu/academics/certificates. Please type or print legibly.

**THIS FORM MUST BE SUBMITTED TO THE CERTIFICATE PROGRAM THE STUDENT WISHES TO ADD.**

1. Name: ___________________________________________ Student ID#: __________________________
   Last Name  First Name  Middle Initial
2. Rutgers Email Address: ____________________________________________________________
3. Primary Location: (please check one)  ☐ New Brunswick  ☐ Newark
   (Course availability for Certificate programs may depend on location.)
4. Current Degree Program: (please check one)  ☐ MPH  ☐ MS  ☐ PhD
5. Current Department/Program: _______________________________________________________
6. Certificate Program in which Student is Seeking Entrance: _____________________________
7. Certificate Curriculum Plan: (please list the courses for the specific Certificate the student will take as part of the Certificate Program)

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<th>Course No.</th>
<th># Credits</th>
<th>Course Title</th>
<th>Semester to Be Taken (approx)</th>
<th>Is this Curric Requirement or Substitution?</th>
<th>Identify Which Courses Will be Shared between Degree and Certificate (no more than 6 credits)</th>
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Student Signature
Approved By
Current Faculty Advisor Signature
Date
Department Chair/Concentration Director Signature
Date
Certificate Program Director Signature
Date
(FOR OFFICE USE ONLY)
Office of the Registrar Signature
Date

RETURN TO OFFICE OF ADMISSIONS

Copies to:
Office of Admissions
Office of the Registrar
Student