

CERTIFICATE OF COMPLETION REQUEST FORM

All Certificates of Completion will be generated electronically and sent to students via email when requested by instructor.

Hard Copies of your Certificate of Completion are available for \$10 per certificate (non-refundable).

If you would like to receive a hard copy of your WVU Continuing Professional Education Certificate of Completion, please complete this form, enclose a \$10 check or money order (per certificate) and mail to:

Erin Smith
One Waterfront Place, 3rd Floor
PO Box 6700
Morgantown, WV 26506

Credit card payments are not accepted for certificates. Please send Check or Money Order payable to West Virginia University.

We cannot accept checks from non U.S. banks due to the conversion/exchange rate. Money Orders will be accepted for payment if conversion rate is applied to total.

Please make sure to print and complete all information

Student Information

Name: _____

Complete Address: _____

Phone Number: _____

Email Address: _____

Certificate Information

Course Title(s): _____

Registration Date(s): _____

Completion Date(s): _____

If you have any questions about the invoice or certificate of completion, please contact Sherry Gallagher at WVUEnrich@mail.wvu.edu or sharon.gallagher@mail.wvu.edu or (304) 293-7570.