

## Five College International Relations Certificate: Student Record

Students are encouraged to use this form to consult with their certificate advisor, plan for both which courses to take and for completing all certificate requirements. Students are expected to finalize this form with their certificate advisor and attach a copy of their unofficial transcript during the final semester of their senior year: no later than **November 1** for fall/January graduates, and **April 1** for spring/May graduates.

More information about certificate program requirements can be found at [www.fivecolleges.edu/international/certificate](http://www.fivecolleges.edu/international/certificate).

Courses recommended for the certificate are listed at the program website: [www.fivecolleges.edu/international/courses](http://www.fivecolleges.edu/international/courses)

Student Name (as it would appear on the certificate): Click or tap here to enter text.	Institution: Click or tap here to enter text.
Student ID number: Click or tap here to enter text.	Expected date of graduation (month and year): Click or tap here to enter text.
Campus Email: Click or tap here to enter text.	Major: Click or tap here to enter text.
Permanent Email (best way to contact you after graduation): Click or tap here to enter text.	International Relations Program Advisor Name (print): Click or tap here to enter text.
Phone: Click or tap here to enter text.	
Permanent Address (certificate is mailed to the address provided, normally in July following the date of graduation): Click or tap here to enter text.	

**To be completed by the Advisor:**

The aforementioned student has completed all of the certificate requirements. I recommend that this student be awarded the certificate.

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

Courses:

Institution	Course title	Department	Course #	Semester	Year	Credits	Grade Pending ? (Y/N)	Grade B or Better (Y/N)
1.	Introductory World Politics							
2.	Global Institutions & Problems							
3.	International Finance or Commercial Systems							
4.	Modern International Relations History							
5.	American Foreign Policy							
6.	Foreign Language*							
7.	Foreign Area Studies (two courses)							

\*If foreign language requirements fulfilled by means other than a course, please specify how language proficiency was verified:  
 Click or tap here to enter text.

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**Instructions to the program advisor for submitting certificate completion documents:**

1. Meet with student to review requirements and ensure form is completed accurately. Verify that minimum grade requirement has been met (indicate with “yes” or “no”). Clearly mark any courses for which the grade is pending (in progress at the time the documents are submitted). Any in progress grades can be verified after the documents are submitted for processing.

Note: In order to protect the student’s privacy, please do not include specific grades on this form. **Do not email student’s grades or transcripts, as electronic communications are not considered sufficiently secure.**

2. Sign and date the form to indicate the advisor’s recommendation of this student for the certificate award.
3. Submit the form to Academic Programs at Five Colleges, Inc. for final processing by **December 15** for fall graduates and by **April 30** for spring graduates. Forms can be emailed to [fcacademics@fivecolleges.edu](mailto:fcacademics@fivecolleges.edu) or mailed to 97 Spring Street, Amherst, MA 01002. **Please remove the student’s transcript before submitting this form to Five College staff (to protect student’s privacy).**

Note: Completion documents should be sent to Five Colleges only during the semester the student is graduating, even if the student completes all certificate requirements before that semester.

4. The certificate award will be noted on the student’s transcript by the appropriate campus registrar. A hard copy of the certificate is normally mailed to the student from Five Colleges, Inc. in July following the student’s date of graduation.
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