



# MICRO-CREDENTIAL COMPLETION APPLICATION

80 Vandenberg Ave, Troy, NY 12180, (518) 629-4574, [www.hvcc.edu](http://www.hvcc.edu)

In order to complete the application process, you **MUST** obtain approval of your advisor or department chairperson on this application. After you have downloaded and completed this application, send it to your academic advisor or department chairperson as an attachment to a message from your *Hudson Valley student e-mail account*. After review and approval, the completed application must be forwarded to the Registrar's Office via email at [registrar@hvcc.edu](mailto:registrar@hvcc.edu) for the semester you wish to earn the credential. The deadline for each semester is indicated below:

- Fall 2021      5 p.m. December 6, 2021
- Spring 2022    5 p.m. May 2, 2022
- Summer 2022   4 p.m. August 1, 2022

Choose Semester of Completion \_\_\_\_\_

\_\_\_\_\_  
*Last Name*

\_\_\_\_\_  
*First name*

**HVCC ID Number:**

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Submission of this application does not guarantee awarding the credential. Please review Micro-Credential requirements in the College Catalog (<https://catalog.hvcc.edu/>) to confirm that you have met all requirements. Please contact your advisor or the Office of Continuing Education via email at [coned@hvcc.edu](mailto:coned@hvcc.edu) or via phone at (518) 629-7338, if you have any questions regarding Micro-Credential requirements.

Micro-Credential \_\_\_\_\_

*By entering your name below, you indicate your understanding that the awarding of your micro-credential is pending approval of any transfer credit and successful completion of any in-progress courses.*

\_\_\_\_\_  
**Student Name**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Department Chairperson or Advisor**

\_\_\_\_\_  
**Date**

Office use only: Reviewed \_\_\_\_\_ Met \_\_\_\_\_ Awarded Credly Badge \_\_\_\_\_