



**'Intent' forms should be submitted one semester prior to program completion.**

These forms help you to:

- Request an official audit of your academic records
- Request the printing of your diploma or certificate
- Apply "graduation" charges to your bill (There is no charge for post-master's or post-baccalaureate students)
- Receive general information for the next commencement ceremony including "How to" order graduation regalia (caps, gowns, hoods, etc)
- Plan for Financial Aid Exit Interview

After the Registrar posts final grades and all other program and institutional requirements have been met, your KSC diploma or certificate will be forwarded to you along with a copy of your official transcripts.

**Applying for Jobs?**

If you are applying for a job and are close to finishing your program you may request an official Anticipatory Letter from the [printable forms](#) page.

**Apply for Certification as a Teacher, Principal, Guidance Counselor, etc.**

Applications and instructions for certification in New Hampshire should be obtained from, and processed through the Teacher Education office. For certification in other states you must obtain certification materials from the appropriate government office or agency. The Teacher Education staff will assist you in the certification process. An application for certification will be endorsed and forwarded after the KSC Registrar posts your final grades and all other program and institutional requirements have been met.

**Graduate Studies Office**

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