



## High School Guidance Counselor Certification Form

### Application For College Credit Earned In High School

#### Part I: Student And Course Information (To be completed by the student)

**PLEASE NOTE:** In order to submit this form, the course(s) listed must not have been used to fulfill high school graduation requirements, must have been taken on a college campus, must have been taught by college faculty, and enrollment in the class(es) was not limited to high school students. **If any of the criteria listed above are not met, please do not complete this form.**

Student Name (Last, First, Middle Initial)

NetID

ID# (7-digit) (if known)

Accredited College Where Credit Was Earned

Course #

Course Title

Credit Hours

Course #

Course Title

Credit Hours

Course #

Course Title

Credit Hours

*If additional space is needed, please attach a separate sheet of paper with course information.*

**By signing below, I acknowledge that for credit to be awarded, the course(s) listed must not have been used to fulfill high school graduation requirements, must have been taken on a college campus, must have been taught by college faculty, and enrollment in the class(es) was not limited to high school students.**

Student Signature

Date

**Please forward to your high school for completion of the lower portion of this form**

#### Part II: High School Certification (To be completed by High School Guidance Counselor)

I certify that (please check the boxes for **each** statement below or leave blank if you cannot verify):

The course(s) listed above was not used to fulfill high school graduation requirements

**AND**

The course(s) in question was taken on a college campus, was taught by college faculty, and enrollment in the class(es) was not limited high school students (all three requirements must be true). Online and virtual college courses are not accepted, except those taken during the COVID-19 pandemic (spring 2020 - summer 2021 semesters).

Printed Name of School Official

Title

Signature of School Official

Date

High School

City, State

**Place  
Official Seal  
Here**

**High School Official: Please return the completed form in a sealed envelope directly to:**

Engineering Advising, Cornell University  
180 Rhodes Hall, Ithaca, NY 14853-5201

or email the completed form to [adv\\_engineering@cornell.edu](mailto:adv_engineering@cornell.edu)