



REGISTRAR'S OFFICE

GENERAL INSTRUCTIONS FOR CERTIFICATION REQUEST

ORDERING

You may request your certification online, by mail or in person (see below). **We unfortunately cannot take requests for certification over the phone.**

To order your certification, complete the Certification Request Form and deliver to us in one of the following ways:

MAIL: Ponce Health Sciences University
Registrar's Office
PO Box 7004
Ponce, PR 00732-7004

EMAIL: Please attach the certification request form and send to the following email: registrar@psm.edu.

IN PERSON: Bring the complete Certification Request Form to PHSU Registrar's Office. If your certification is being picked up by someone other than yourself, they must have your written and signed authorization, along with their own photo ID.

PAYMENT

Cost per certification is US \$10.00. Payment may be remitted using VISA or MasterCard. Please contact PHSU Accounting Office at 787-840-2575 Ext. 4807/4812 to pay with credit card, or you may pay by regular mail with check or Money Order payable to Ponce Health Sciences University. Mail your request and check or Money Order.

If you deliver your request in person, payment may be remitted by cash, debit card, VISA, MasterCard, check or Money Order.

For general inquiries/status updates regarding certifications orders please contact us: ivoliveras@psm.edu, avazquez@psm.edu or apomales@psm.edu.

TIME FOR PROCESSING: 7 business days