

Hoya360 Student Certification Instructions

All requests for certifications must be submitted via a paperless process that's available on the [Hoya360 student portal website](#). Once you've logged into Hoya360 with your NetID and password, click the Student Forms link in the left navigation:

The Student Forms page will display a list of available applications. What you see here will vary based on your status, degree, etc., but Law Certification Request should be an available option. Click the Open Application button beside it:

My Forms

Available academic forms, requests, and/or applications may be accessed here. If you do not see a particular form or application, please be sure to contact the relevant Law Center office or department for more information and assistance, as not all forms or applications are provided on this platform.

Form Name	New Form	Application Due Date	Application Status
Law Certification Request	Open Application	No Due Date	In-Progress
Law Clinic Application - 2021 - 2022	Open Application	No Due Date	In-Progress

Please note the information regarding account holds, multiple certification requests and processing times. Click Start to initiate the request:

Form Information

Information about the currently selected Form.

Law Certification Request

PLEASE NOTE: Certifications will not be released to students with account holds or blocks.

Click the Start button below to initiate a certification request. If you are requesting multiple certifications (including multiple state bar certifications), **please note each requires its own Certification Request Form.**

There is no charge for certification services and envelopes with postage are not required. Normal processing takes **3-5 business days** but **may take up to 7 business days** during heavy volume periods. **Expedition is not available.**

DocuSign Forms

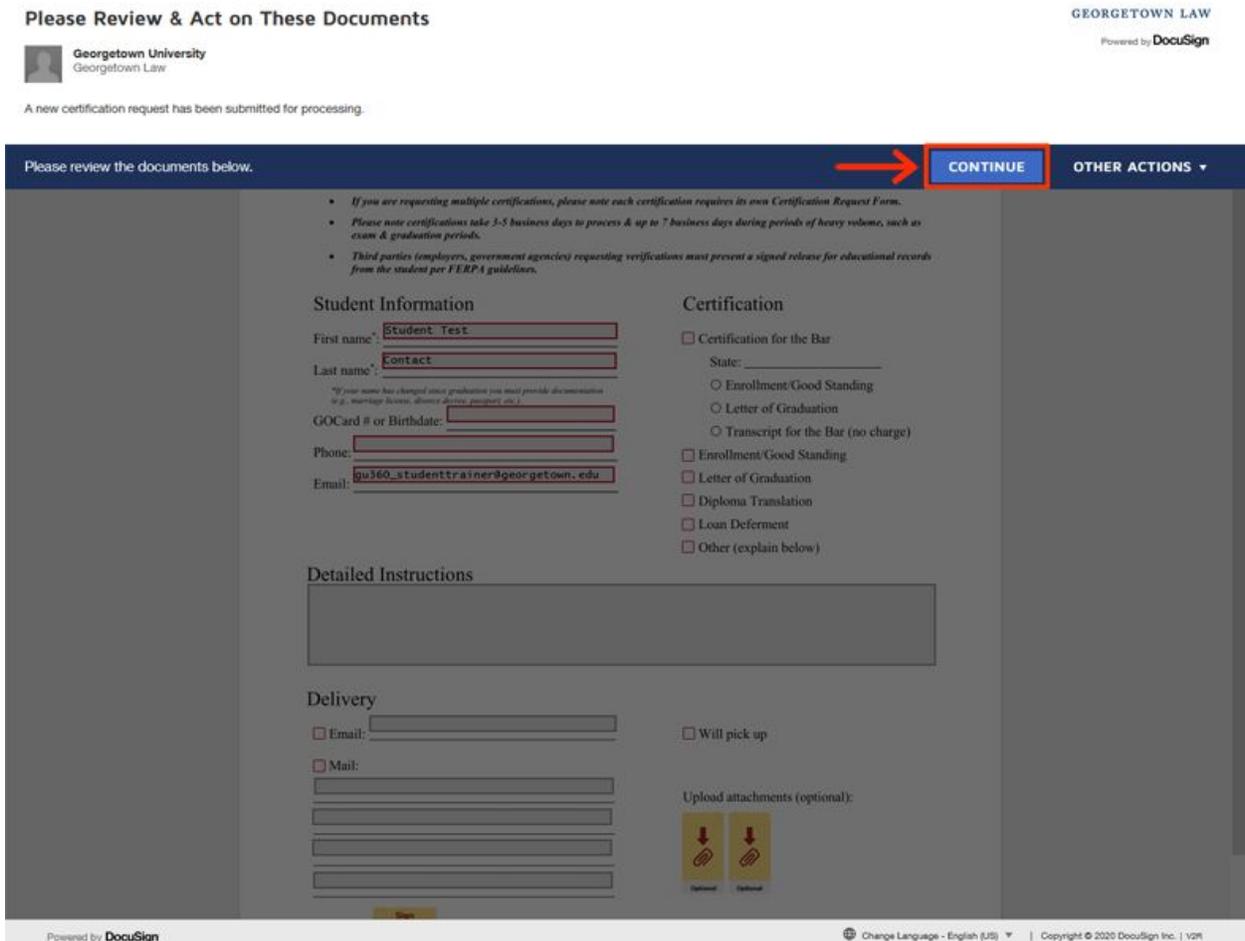
New Form

Georgetown Law - Request for Certification **Start**

A confirmation window will appear. Click Start again:



You will be redirected to the DocuSign website. Click the Continue button to complete the form:



Some information will be pre-populated. These pre-populated values may be changed if necessary. Required fields are denoted by a red border. If you need to attach supporting documentation, click the paper clip icon near the bottom of the form to upload your file(s). **Files**

should total no more than 5 MB in size. After you have completed and signed the form, click the Finish button.

Done! Select Finish to send the completed document.

FINISH OTHER ACTIONS ▾

• Third parties (employers, government agencies) requesting verifications must present a signed release for educational records from the student per FERPA guidelines.

Student Information

First name:

Last name:

*If your name has changed since graduation you must provide documentation (e.g., marriage license, divorce decree, passport, etc.)

GOCard # or Birthdate:

Phone:

Email:

Certification

Certification for the Bar
State:

Enrollment/Good Standing

Letter of Graduation

Transcript for the Bar (no charge)

Enrollment/Good Standing

Letter of Graduation

Diploma Translation

Loan Deferment

Other (explain below)

Detailed Instructions

Delivery

Email:

Will pick up

Mail:

Upload attachments (optional):

Signature: Date:

FINISH

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You will be taken back to Hoya360 website:



Success
DocuSign Form Completed

Student Test Contact



Back to My Documents

Form Information

Information about the currently selected Form.

Dashboard

Academic Information

Campus Care

Careers

Faculty

Student Accounts

Student Forms

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This Application is complete.

DocuSign Forms

My Forms

Georgetown Law - Request for Certification: Certification for the Bar
Completed: 7/24/2020 10:27 PM

Download

Delete