



COLLEGE OF
MOUNT SAINT VINCENT

School of Professional and Continuing Studies Non-degree Program

REGISTRATION FORM

Personal Information:

Last Name: _____ First Name: _____

Home Address: _____

City: _____ State: _____ Zip Code: _____

E-mail Address: _____

Telephone: _____

Social Insurance Number (For internal identification purposes only): _____

Is this also your billing address: Yes: _____ No: _____

Course Information:

Which course are you registering for? (Please check the box beside the appropriate course.)

- SHRM Learning System® Certification Preparation Program
- SHRM® Essentials of Human Resource Management Certificate Program
- New York Real Estate Salesperson Qualifying Course
- Microsoft Office Specialist Certification Preparation Course
- English Language Skills for Professionals Course

Business Information:

Name of Employer: _____

Title/Position: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Is this also your billing address: Yes: _____ No: _____

Payment Information:

Type of Credit Card: Visa: _____ M/C: _____ Amex: _____ Other: _____

Credit Card Number: _____

Expiry Date: _____ Security Number: _____

I authorize use of my credit card: Yes: _____ No: _____ to b charged for the following amount: _____.

Signature: _____

OR

A check or money order for _____ (insert the tuition amount here), made payable to the College of Mount Saint Vincent is enclosed: _____

How to submit completed registration form:

In person: 6301 Riverdale Avenue, Administration Building, Suite 304

By mail: Tamara Arbesman, Director, Marketing and Recruitment
College of Mount Saint Vincent
6301 Riverdale Avenue, Administration Bldg. Suite 304
Riverdale, NY 10471

By Fax: 718-405-3764

By E-mail: tamara.arbesman@mountsaintvincent.edu