



# Student Conversion Form

Passing students who wish to complete the process to receive the PHR and GPHR certification must submit this form along with a letter(s) from your employer(s) verifying two years of professional (exempt-level) HR work experience, an official job description, proof of graduation (an official transcript or a copy of the diploma) and the balance of the exam fee. **The student conversion fee is 130 USD for the PHR and 255 USD for the GPHR.** The fee is nonrefundable, regardless of whether the application is approved. Please fill out the form below and be sure to keep a copy for your files.

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NAME DATE

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ADDRESS

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EMAIL ADDRESS

## MARK ONLY ONE TYPE OF STUDENT CONVERSION CHANGE:

PHR student to PHR

GPHR student to GPHR

## PAYMENT INFORMATION

The HR Certification Institute accepts VISA, MasterCard, American Express, money order, certified/cashier's check or personal/organizational check. **Please do not send cash.**

For fee payment by VISA, MasterCard or American Express, provide the following required information.

Charge my :  VISA  MasterCard  American Express

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CREDIT CARD NUMBER EXPIRATION DATE CARD SECURITY CODE

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CARDHOLDER NAME CARDHOLDER SIGNATURE

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BILLING ADDRESS

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CITY STATE/PROVINCE ZIP CODE/COUNTRY CODE COUNTRY

**Submit by:**

**MAIL** HR Certification Institute  
Student Conversion Form  
1725 Duke Street, Suite 700  
Alexandria, VA 22314  
USA

**FAX** +1.571.551.6799