

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 U.S. \$130 for the PHR and U.S. \$255 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 of the student conversion form for your files.

Date: _____

Name: _____

Address: _____

User ID Number: _____

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

Credit Card Number _____ Expiration Date _____ Card Security Code _____

Cardholder Name _____ Cardholder Signature _____

Billing Address _____

City _____ State _____ ZIP/Country Code _____ Country _____

Please submit to: HR Certification Institute
P.O. Box 79905
Baltimore, MD 21279-0905
Fax: +1.703.684.6620

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