

## **APPLICATION FOR CERTIFICATE - INFORMATION**

Please read the following information carefully before completing the application.

### **GENERAL INSTRUCTIONS:**

1. Please answer all questions at the top of the application form.
2. Please print your name exactly as you wish it to appear on your certificate.
3. Please indicate the exact address to which the certificate should be mailed.
4. If you wish to receive credit toward a certificate for courses taken at another institution, it is your responsibility to request that the transcript be sent to the Admissions and Records Office at Mt. San Antonio College **PRIOR** to your request for the certificate.

**NOTE:** At least one half of the required number of units must be taken at Mt. San Antonio College.

5. The specific requirements for each certificate program are listed in the Mt. San Antonio College Catalog.
6. Sign the application as indicated and submit it to the Admissions and Records Office.
7. The Admissions and Records Office will certify the class and grade achievement and prepare a certificate for mailing to the address provided by the applicant.

# MT. SAN ANTONIO COLLEGE

## APPLICATION FOR CERTIFICATE

(Print your name as you wish it to appear on your certificate)

NAME OF APPLICANT \_\_\_\_\_  
Last First Middle

ADDRESS \_\_\_\_\_  
Street and Number City State Zip Code

\_\_\_\_\_  
Telephone Number

STUDENT IDENTIFICATION NUMBER \_\_\_\_\_ ---- \_\_\_\_\_ ---- \_\_\_\_\_

CERTIFICATE TO BE AWARDED IN : \_\_\_\_\_ [NUMBER \_\_\_\_\_]

### PLEASE ANSWER ALL QUESTIONS

1. Please state year of catalog upon which you base your request for this Certificate.

Current \_\_\_\_\_ Other \_\_\_\_\_

2. Are you currently enrolled in classes needed to complete the requirements for this certificate?    
yes no

3. Were all required classes taken at MTSAC?    
yes no

4. If not, please list those classes **AND** specify at which college(s) they were taken.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Are all official transcripts of other college work on file in the MTSAC Admissions and Records Office?     
not applicable yes no

6. Did you submit variances for substitution of required classes?    
yes no

Signature of Applicant \_\_\_\_\_ Date: \_\_\_\_\_

\*\*\*\*\***INCOMPLETE APPLICATIONS WILL BE RETURNED TO APPLICANTS**\*\*\*\*\*

#### FOR OFFICE USE ONLY

<input type="checkbox"/>	Catalog year verified _____	<input type="checkbox"/>	Denial Letter Sent _____
<input type="checkbox"/>	"C" grade, all classes	<input type="checkbox"/>	CERTIFICATE ISSUED
<input type="checkbox"/>	Variances required	<input type="checkbox"/>	Date
<input type="checkbox"/>	Work in Progress Letter sent _____	<input type="checkbox"/>	Date Mailed _____