



Information Regarding Application for Certificate

Admissions and Records ■ Student Services Center, Lower Level
(909) 274-4415

Please read all the following information carefully before completing the application.

1. Answer all questions on the form. Blank or inaccurate information can lead to significant time delays and/or the denial of a certificate.
2. Make sure the college has your accurate mailing information. You can do this by visiting your student portal at myportal.mtsac.edu. Once you have successfully logged in proceed to the student tab and then to number 33 "Update Addresses and Phones". Accurate address information is important because the address on file is where your certificate information will be mailed.
3. If you wish to receive credit for this certificate for courses taken at another institution, it is your responsibility to submit transcripts to appropriate Division office(s) to have variance(s) filled out for approval prior to your request for the certificate.

Note: At least half of the required number of units for this certificate must have been completed at Mt. SAC.

4. The specific requirements for each certificate program are listed in the Mt. SAC catalog. You must have remained in continuous attendance at Mt. SAC since the beginning of your certificate program. Please check with an Academic Advisor, Counselor or an Admissions Evaluator if there is any confusion regarding your catalog rights and continuous attendance.
5. Sign the application form as indicated and submit it to the Office of Admissions and Records.
6. Applications are accepted till the end of the semester. Once the application is processed you will receive a letter indicating your status.
7. Once the certificate evaluation has been performed, the Office of Admissions and Records will certify the information and prepare a certificate for mailing. The certificate will be mailed to the address on file.



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PLEASE PRINT:

1. Student Information: (please print your name as you wish it to appear on your certificate)

Name: _____ Mt. SAC ID #: **A** _____
Last First Middle

Telephone #: () -

2. Name of Certificate : _____ **Certificate #:** _____

3. Catalog Year: _____

I PLAN TO RECEIVE MY CERTIFICATE (please indicate a term/year):

SUMMER _____ FALL _____ WINTER _____ SPRING _____
YEAR YEAR YEAR YEAR

4. Please answer all questions:

a. I am currently enrolled in classes needed to complete the requirements for this certificate. Yes No

b. I took all the required classes at Mt. SAC. Yes No If no, please complete the following:
Note: At least half of the required number of units for this certificate must have been taken at Mt. SAC.

Class	College	Date completed
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

c. Are all official transcripts of your other college work on file in the Mt. SAC Admissions and Records Office? Yes No Not applicable

d. I submitted variances to the appropriate Division office for required classes I did not take at Mt. SAC. Yes No Not applicable

5. Applicant's signature:

Student's Signature: _____ Date: _____

INCOMPLETE APPLICATIONS WILL BE RETURNED TO APPLICANTS

6. Office Use Only:

			<u>Staff</u>	<u>Date</u>
<input type="checkbox"/> Variances required	<input type="checkbox"/> Yes <input type="checkbox"/> No		_____	_____
<input type="checkbox"/> Work in Progress letter sent	<input type="checkbox"/> Yes <input type="checkbox"/> No		_____	_____
<input type="checkbox"/> Denial letter sent	<input type="checkbox"/> Yes <input type="checkbox"/> No		_____	_____
<input type="checkbox"/> Certificate Issued	<input type="checkbox"/> Yes <input type="checkbox"/> No		_____	_____
<input type="checkbox"/> Certificate Mailed	<input type="checkbox"/> Yes <input type="checkbox"/> No		_____	_____