



Application for Certificate

Admissions and Records
 Student Services Center, Lower Level
 909 594.5611 x4415

PLEASE PRINT:

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

Name: _____ Mt. SAC ID #: _____

Mailing Address: _____ Telephone: (____) _____

City: _____ State: _____ Zip: _____

Email: _____

2. Name of Certificate : _____

3. Year Certificate to be awarded in: _____

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 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:

		Staff	Date
<input type="checkbox"/> Catalog year verified	Year: _____	_____	_____
<input type="checkbox"/> "C" grade, all classes	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____	_____
<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	_____	_____

9/06 Instruction Office VB:lp
 Student Services Review 9/12/06