



Information Regarding Application for Certificate

Admissions and Records ■ Student Services Center, Lower Level

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

1. Answer all questions.
2. Print your name **EXACTLY** as you wish it to appear on your certificate.
3. Indicate the **EXACT** address to which the certificate should be mailed.
4. 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 taken at Mt. SAC.

5. 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 beginning your certificate program. Please check with an academic advisor or Admissions clerk if there is any confusion regarding your catalog rights and continuous attendance.
6. Sign the application form as indicated and submit it to the Admissions and Records Office.
7. The Admissions and Records office will certify the information and prepare a certificate for mailing to the address provided.