

Application for Certificate Admissions and Records • Student Services Center, Lower Level

PLEASE PRINT:

		nation: (please	,	. , ,		,		
1	Name:	Last				Mt. SAC ID #:		
		Last	First		Middle			
	1ailing dress:					Telephone:	_() -
	City:				State:	Zip:		
Name of Certificate : Certificate #:							e #:	
Cata	log year us	sed:						
lea:	se answer	all questions:						
a.	I am curren	tly enrolled in clas	ses needed to co	mplete the	e requiremer	nts for this ce	rtificate.	□ Yes □ No
b.		e required classes						
	Note: At lea	ast half of the requ	uired number of	units for ti College	nis certificat	e must have l		en at Mt. SAC. completed
							· -	
							· -	
							· -	
c.		al transcripts of yo		work on fil	e in the Mt.		N	Makana Baabla
	SAC Admiss	ions and Records	Office?			☐ Yes	⊔ No	☐ Not applicable
d.		variances to the a		on office fo	or required	☐ Yes	\square No	☐ Not applicable
	classes I dic	I not take at Mt. S.	AC.					
lppl	icant's sigi	nature:						
	Student's	Signature:					[Date:
I	NCOMP	LETE APPL	ICATIONS	S WIL	L BE RE	TURNE	D TO	APPLICANT
Offic	e Use Only	/ :				Sta	<u>ıff</u>	<u>Date</u>
		☐ Variances rec	uired	□ Yes	□ No	-		
		☐ Work in Prog	ress letter sent	□ Yes	□ No			
		☐ Denial letter	sent	□ Yes	□ No			
		Certificate Iss	sued	☐ Yes	□ No			



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.
- 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.