CAL STATE LA

CALIFORNIA STATE UNIVERSITY, LOS ANGELES

REGISTRAR'S OFFICE

APPLICATION FOR CERTIFICATE

Application Fee - $25

Anticipated Completion	
_____	_____
Term /	Year

CIN: _____

NAME: *(Please print clearly and be sure to indicate special marks (such as accent marks, hyphenations, capitalization, etc. in your name.)*

_____

(First) *(Middle)* *(Last)*

Phone Number: _____

CSULA E-Mail: _____

Certificate Information:

I am applying for a certificate in: _____

_____ / / _____

Department/Division Approval *Date*

Dear Certificate Applicant,

1. Complete the **Certificate Application** during the term you plan on completing your final requirement for the certificate. *This application is not for degrees or graduation and are certificate programs only.*
2. Take the completed application to the Cashier's Office, Admin 128 and pay the $25 fee. A staff member will stamp your application as paid and return the form to you.
3. Take your paid application form to the department in charge of the certificate program for approval. Make arrangements with an advisor to make sure all requirements will have been met by the end of the term indicated above.
4. The department will send the approved application, program sheet and other necessary paperwork to the Graduation Office for processing.
5. The paid application must be turned in no later than the end of your anticipated final term.
6. Upon completion, your certificate will be sent to the address you specified on your application. Certificates are posted on your academic transcript.