

CALIFORNIA STATE UNIVERSITY, LOS ANGELES
REGISTRAR'S OFFICE



APPLICATION FOR CERTIFICATE

Application Fee \$25

Anticipated Completion	
Month	Year

Campus Identification Number							

E-Mail Address (Optional)

Phone Number: ()

Name: (Print your name as it appears on official Cal State L.A. Records.)

(First) (Middle) (Last)

Address: (Print the address to where your certificate is to be mailed.)

(Street)

(City) (State) (ZIP Code)

I am applying for a certificate in:

Department/Division Approval / Date 063

Dear Certificate Applicant,

- 1) Complete the certificate application during the quarter you plan on completing your final requirement for the certificate. The certificate application is available on line or in Administration 146. *This application is not for degrees or graduation and are for certificate programs only.*
- 2) Take the completed application to Cashiers, Administration 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 adviser to make sure all requirements will have been met by the end of the quarter.
- 4) The department will send the approved application, program sheet and other necessary paperwork to Graduation for processing
- 5) **The paid application must be turned in no later than the end of your anticipated final quarter.**
- 6) Upon completion, your certificate will be sent to the address you specified on your application. Certificates are posted on your academic transcript .

Registrar's Office
Graduation Section