



# CAL STATE LA

CALIFORNIA STATE UNIVERSITY, LOS ANGELES

## REGISTRAR'S OFFICE APPLICATION FOR CERTIFICATE

Application Fee \$25

Anticipated Completion		
_____	/	_____
Month		Year

CIN: \_\_\_\_\_

**Name:** *(Print your name as it appears on official Cal State LA records.)*

\_\_\_\_\_  
*(First) (Middle) (Last)*

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

\_\_\_\_\_  
*(Street)*

\_\_\_\_\_  
*(City) (State) (Postal)*

Phone Number: \_\_\_\_\_ E-Mail (optional): \_\_\_\_\_

**I am applying for a certificate in:** \_\_\_\_\_

\_\_\_\_\_  
*Department/Division Approval* / / *Date*

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 online or in the Graduation Office, Admin 403.  
*This application is not for degrees or graduation and are for 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 quarter.
- 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 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