

CERTIFICATE APPLICATION

Fullerton College
Business & CIS Division



NOTE: All classes being used towards the certificate must be complete and grades posted before submitting application. All certificates are mailed to the mailing address on this application. If you have questions about this application, email us at buscis@fullcoll.edu

Application Deadlines:

(choose one)

- Fall completion due by January 1
- Spring completion due by June 1
- Summer completion due by September 1

*If you missed the current term's deadline,
your Application will be processed the next term*

STEP 1: STUDENT INFORMATION

Certificate you are applying for: _____

Name: _____
First Middle Last

Student ID Number: @ _____

Mailing Address: _____
Street City Zip

Email: _____ Phone: _____

First Term and Year Enrolled at Fullerton College: _____
Example: Fall 2019

[Claiming Catalog Rights?](#) Yes No If yes, what academic year: _____
Example: 2019-2020

STEP 3: COURSE SUBSTITUTIONS (IF APPLICABLE)

If you have substituted a course, a “**Petition to Substitute Certificate Requirements**” form must be on file with the BUS & CIS Division office prior to submitting this application. This form can be found on the BUS & CIS Division website under Students → Forms and Applications (or click [here](#)). Only courses taken for college credit at other institutions may be applied toward certificate units. Official transcripts from those institutions must be on file with the Office of Admissions and Records at Fullerton College. (Click [here](#) for directions on how to submit your official transcripts from other colleges). **You must submit one “Petition to Substitute Certificate Requirements” form for each course you want to substitute.**

COURSE SUBSTITUTIONS (Include <u>course title</u>)	UNITS	GRADE	SEM & YEAR TAKEN	TAKEN AT FC	ANOTHER COLLEGE
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
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				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>

STEP 4: SIGN, SAVE, AND SUBMIT

Sign and date the application. Then, download and save this form. Make sure to include your name when saving the file, (example: *last,first_accounting certificate application.pdf*). Finally, email the file to buscis@fullcoll.edu. Our office staff will contact you within 4 weeks after the application due date for the term you submitted. If approved, your certificate will be mailed to the mailing address on this application approximately 6-8 weeks after the application is processed.

Student's Signature: _____	Date: _____
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STEP 5: DIVISION DEAN REVIEW

Application is:

APPROVED

DENIED

Division Dean's Signature: _____ Date: _____

Comments:

OFFICE USE ONLY:

Program Code: _____

Mail Date: _____