



Admissions and Records
 1202 W. Thomas Road
 Phoenix, Arizona 85013
 Office: 602.285.7777
 Fax: 602.285.7813

Certificate Application

\$5 Reorder fee (non-refundable)
\$5 Diploma Cover fee

Amt. Pd _____

Date Pd. _____

LEGAL NAME (LAST, FIRST, MIDDLE)		ANTICIPATED SEMESTER OF COMPLETION: 20 _____	
STUDENT ID (Begins with a "3") or SS#		<input type="checkbox"/> FALL	<input type="checkbox"/> SUMMER
		<input type="checkbox"/> SPRING	<input type="checkbox"/> RE-ORDER
MAILING ADDRESS		APT#	
CITY	STATE	ZIP CODE	
HOME/CELL PHONE	BUSINESS PHONE	EXT.	

Please Note: A completed certificate check sheet or Degree Progress Report must be submitted with this application; the check sheet/degree progress report shows you have met the certificate requirements and helps avoid having your graduation application being denied at the last minute due to missing required courses.

Do you have records under any other name(s)? If yes, please list other name _____

List all other college/universities* which you have attended _____

If you plan to include transfer work from other colleges/universities towards your certificate from PC, an **official transcript from each institution must be on file with the Office of Admissions and Records prior to having this application evaluated. Transcripts must be requested by the student and sent directly to the Office of Admissions and Rec-ords. **If you are currently attending another college or university and plan on using the courses towards your certificate, a copy of your enrollment should be submitted with this application.***

I am apply for the Certificate of Completion Titled: _____ Program Code: _____ Catalog Year: _____

CRE101 - Critical Reading: _____

PRINT your name CLEARLY below as you would like it to appear on your certificate:

Have you petitioned for graduation from Phoenix College before?: _____ If yes, when? _____

After completing this certificate, are you planning to pursue another degree or certificate? If so, please state the degree or certificate below: _____

Degree Applicant: **If you choose to participate in the annual commencement ceremony held in May, you will be required to pay a \$25 commencement fee. The \$25 commencement fee must be paid before you pick up your cap and gown in early May. Information about the annual commencement ceremony will be sent to you by mail after April 15. The \$5.00 fee for the diploma cover may be paid at any time.*

All students are required to complete the certificate requirements as approved by the Maricopa Community College Governing Board. The college reserves the right to make necessary course and program changes in order to meet current educational standards. In addition if there is any debt incurred by the student, it must be paid in order to post the certificate. If you have applied by the deadline, please allow 6-8 weeks for processing. Applications will be processed in the order received.

 Applicant Signature

 Date

For A+R Use Only:

DB/E: Y N

Pending: Y N

Complete Incomplete

Posted: Y N