

## Intent to Complete Certificate Program

PLEASE TYPE OR PRINT CLEARLY.

All certificate students MUST NOTIFY the certificate processing department to receive their certificate. Please submit this form when you have COMPLETED ALL THE REQUIREMENTS for your certificate program and have PAID YOUR APPLICATION FEE for candidacy. Your certificate will be mailed approximately four weeks from receipt of this form.

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STUDENT ID

NAME AS IT IS TO APPEAR ON CERTIFICATE (Please Print)

### Mail certificate to

LAST NAME

FIRST NAME

INITIAL

STREET ADDRESS

CITY

STATE

ZIP

( ) -

( ) -

PHONE NUMBER

ALTERNATE PHONE NUMBER

### Certificate program information

NAME OF CERTIFICATE PROGRAM COMPLETED

APPROXIMATE DATES OF ATTENDANCE

ANY WAIVERS/SUBSTITUTIONS REQUESTED

### Notes

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**Mail To** ▶ Student Services  
University of California, San Diego  
Extension,  
9500 Gilman Dr., Dept. 0176-H  
La Jolla, CA 92093-0176

**Fax Number:** (858) 534-8527

**Phone Numbers** ▶ (858) 534-3400 (La Jolla)  
(619) 260-3070 (Mission Valley)  
(858) 534-9999 (University City Center)

### Certificates will be issued after

- Application fee for candidacy has been paid
- Final grades have been posted
- Please note that all classes that count toward a certificate must have a passing grade of a P, C-, or better.
- You will not be contacted upon receipt of this form unless we have a question regarding your certificate status.