

1 For Award Quarter:  Fall  Winter  Spring  Summer Year 20\_\_\_\_\_

2 \_\_\_\_\_  
 -----  
 Student ID#                      First                      Last

3 **Print exactly how your name should appear on certificate**  
 -----  
 First                      Middle                      Last

4 **Certificate information (choose one)**  
 Cert. of Achievement  Cert. of Achievement-Advanced

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**CHOOSE your major from the drop-down list. If you major does not appear, please see a counselor.**

If meeting major requirements from an old catalog year, enter the year here: \_\_\_\_\_  
 Please visit the Counseling and Advising Center if you have any questions.                      ex. 2014-15

5 **Requirements in progress**                      **Term**                      **Any additional documents needed for your application?**


- Approved course substitution petitions (submit before applying)
- *Child Development, Health Tech., and Massage Therapy* majors: attach a copy of front and back of current First Aid & CPR (write your ID# on copy)
- Official transcript *not yet* evaluated: school \_\_\_\_\_

Note: this could delay your application

6 **Applying**

- Confirm your certificate completion status in DegreeWorks; check with a counselor if you need assistance.
- Apply during the quarter in which you will complete all of your certificate requirements.
- Application due dates: Fall – December 1st , Winter – March 1st, Spring – June 1st, Summer – August 1st
- Submit completed application to [evaluationsda@deanza.edu](mailto:evaluationsda@deanza.edu), the Admissions and Records office, the Admissions and Records drop box, or your counselor.

7 **Student Agreement**

I agree to notify the Evaluations Office at [evaluationsda@deanza.edu](mailto:evaluationsda@deanza.edu) of any changes to this application. I understand I must complete any required in-progress courses. It is my responsibility to **submit another application** if I do not fulfill the requirements pending. I understand that if it is found that I am eligible for any other degrees or certificates, they could also be awarded along with the certificate indicated. If I do not want additional awards, I will contact the Evaluations Office.

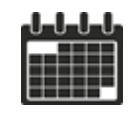
I agree. \_\_\_\_\_ Date \_\_\_\_\_  
 sign or type your name

<b>Evaluations Office Only</b>		
	<b>Units</b>	<b>GPA</b>
<b>De Anza</b>		
<b>Transfer</b>		
<b>Foothill</b>		
<b>Total</b>		

**Award date:** \_\_\_\_\_

**Verified by:** \_\_\_\_\_

**Date verified:** \_\_\_\_\_



**Timeline for Certificate Applications**

The final certificate review, award and issue process begins *after* the quarter ends. The process takes approximately three (3) months to complete; after that time eligible students will be emailed about certificates.