



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) Amt. Pd. ___
 ___ \$25 Cap/Gown/Cover-May Ceremony
 ___ \$5 Diploma Cover fee Date Pd. _____

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

Please Note: A completed certificate check sheet should be attached to this application. Completing and attaching a check sheet that shows you have met all the certificate requirements may avoid 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 Records. 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 applying for Certificate Titled: _____ Program Code: _____ Catalog Year: _____

If needed for certificate:

I have completed CRE101 with a grade of "C" or higher I have tested exempt in CRE101.

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 certificate or degree? If so, please state the certificate or degree 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.

Revised 5/1/2019

 Applicant Signature Date