



# CAL STATE LA

CALIFORNIA STATE UNIVERSITY, LOS ANGELES

REGISTRAR'S OFFICE

## APPLICATION FOR CERTIFICATE

Application Fee - \$25

Anticipated Completion		
_____	/	_____
Term		Year

CIN: \_\_\_\_\_

**NAME:** *(Please print clearly and be sure to indicate special marks (such as accent marks, hyphenations, capitalization, etc. in your name.)*

\_\_\_\_\_  
*(First) (Middle) (Last)*

**MALING ADDRESS:**

\_\_\_\_\_  
*(Street)*

\_\_\_\_\_  
*(City) (State) (Zip Code)*

Phone Number: \_\_\_\_\_ E-Mail: \_\_\_\_\_

I am applying for a certificate in: \_\_\_\_\_

Attach department/division approvals to your email when sending this completed form to

[GraduationOffice@calstatela.edu](mailto:GraduationOffice@calstatela.edu)

\_\_\_\_\_  
*Department/Division Approval*

\_\_\_\_\_  
*Date*

Dear Certificate Applicant,

Complete the **Certificate Application** during the term you plan on completing your final requirement for the certificate program.

**Submission Details:**

1. Online: Fill out the application and pay the **\$25 fee** online via **CashNet** ([commerce.cashnet.com/csulapay](http://commerce.cashnet.com/csulapay)). Using your **CAL STATE LA issued email**, attach and email your completed application and copy of receipt to your department/program advisor for approval. Once approved, the department will email the application to the Graduation Office email ([GraduationOffice@calstatela.edu](mailto:GraduationOffice@calstatela.edu)) for processing.
2. In Person: Complete application and pay via the Financial Services Office (Student Services Bldg. 2nd Fl., Room 2380).

The department will send the approved application, program sheet and other necessary paperwork to the Graduation Office email for processing.

The paid application must be turned in no later than the end of your anticipated final term.

Upon completion, your certificate will be sent to the address you specified on your application. Certificates are posted on your academic transcript.