## **Certificate Application Electronic Submission Instructions:**

Student should fill out the Certificate Application Form and follow the steps below:

- 1. Log on to your Student Services Center
- 2. Click the green make a payment view e-bill box
- 3. Select *Registration Fees* on the right side of the screen
- 4. Select Fall Future Fees
- 5. Type **15.00** in the *price* box and **Certificate Application** in the *description* box
- 6. Click Add to Basket and proceed to complete payment

Once payment is complete, please type your name on the signature line and email your application to registrar@csustan.edu.

**Enrollment Services** will verify the payment has been posted prior to processing the form. If you do not have access to your online Student Services Center, you may also mail in the form along with a \$15 check or money order made out to Stanislaus State to the address below:

Stanislaus State Attn.: Cashiers One University Cir Turlock, CA 95382

## **Certificate Application Form**

- ➤ Complete Certificate Application Form
- > Pay the \$15 processing fee at Cashiers MSR 100
- ➤ Submit the form to Enrollment Services MSR 120
- > Check your Student Email for updates on the status of your Certificate

Part I Student Information		
University ID #:		Date:
Print Name:		
First	Middle	Last
Phone #: ()	E-Mail Address:	
PRINT your name exactly as you w	ish it to appear on your certificate. Plea	ase use caps and spaces where needed.
Certificate Address:Street	City	State ZIP
Part II Certificate Informati		
Term and Year of Expected Certific	cate Completion: Fall	Spring Summer
Certificate Title:		
I certify the information submitted	in this application is complete and correc	ct.
Student's Signature:		Date:
CASHIER'S USE ONLY Date Fee Paid	ENROLLMENT SERVICES' USE ONL	Y
	Reqs Verified	Department Notified
Receipt #	Certificate Posted	Certificate Ordered