

### **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](mailto: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

