



21250 Stevens Creek Blvd.  
Cupertino, CA 95014  
FAX 408.864.8329

# General Education Certification Request

## PLEASE ENTER YOUR INFORMATION

DA Student ID	Last Name	First Name
Phone	Email	Date

## COMPLETING THE REQUEST

- In order to submit this request: You must be *currently enrolled in*, or have already *completed*, the final transfer general education courses required to complete your certification.
- Fill in the name and address of the university you have chosen to attend.
- GE certifications will be sent to only one (1) university per student.

### Check Only One GE Pattern:

- CSU Breadth  
 IGETC CSU  
 IGETC UC\*

### University Name & Address:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### Initial the following to confirm (if applicable):

- I have submitted official transcripts from all colleges with coursework being applied to GE certification with a *Transcript Evaluation* request form.

### \* IGETC UC Requests – Language Other Than English Proficiency

If you plan to use your U.S. or foreign high school foreign language/language other than English coursework to satisfy IGETC UC Area 6: **Language Other Than English Proficiency**, check one of the following:

- I have viewed my De Anza DegreeWorks or Unofficial Transcript records online. I confirm my high school foreign language/language other than English proficiency credit has been applied with the course code “**IGEX D006**.” for Language Other Than English Prof. (please visit the Counseling and Advising Center if you need assistance).
- I am attaching a copy of my high school transcript (sealed official or unsealed unofficial) for review. (Foreign students may also attach their graduation diplomas or middle school transcripts, preferably in English).

**IMPORTANT:** It is the student's responsibility to ensure that all relevant documents are on file with the Admissions and Records office **prior** to the request for certification. For example, if any transcripts are missing, a partial IGETC certification will be sent to the university or your request may be denied.

\_\_\_\_\_  
Student Signature

Please note: certifications may take up to three weeks for processing once all required materials have been received.

<b>Office Use Only</b>	
<input type="checkbox"/> Full	
<input type="checkbox"/> Partial	
Date	_____
Notified	_____