



Dear Transfer Student:

Attached please find a petition for certification of the Intersegmental General Education Transfer Curriculum (IGETC).

Remember, if you have elected to follow this general education pattern, **coursework must be completed in full prior to transfer to either a UC or CSU campus.** To insure timely completion of your IGETC certification, I encourage you to meet with a SMC counselor who will help you make sure that you have met all necessary requirements.

Please know that if you plan on using coursework from other colleges or universities on the IGETC, it is critically important that you meet with a counselor immediately to determine if the coursework can be used. You can never assume those courses will apply to an IGETC requirement unless a formal evaluation has been completed by a counselor.

As we receive several hundred IGETC petitions each semester, it is important that you file **during your final semester of enrollment in IGETC courses.** The filing periods are listed below:

<b>Spring</b>	-	<b>January 1 – July 31</b>
<b>Fall</b>	-	<b>October 1 – December 1</b>

**If you are uncertain about having met all IGETC requirements, please see a Santa Monica College counselor before you apply for certification. Please visit their website at <http://www.smc.edu/counseling/>**

Sincerely,

Kiersten Elliott, Associate Dean  
Enrollment Services

Updated 2/2/07



# REQUEST FOR CERTIFICATION OF Intersegmental General Education Transfer Curriculum IGETC

FOR OFFICE USE ONLY
Received by: _____
Date Received: _____

<b>PRINT CLEARLY AS THIS BECOMES THE ADDRESS LABEL FOR YOUR COPY.</b>			SMC STUDENT I.D. #
LAST	FIRST	MIDDLE	ID NUMBER AT TRANSFER SCHOOL
ADDRESS			DATE OF BIRTH (month/day/year) / /
CITY	STATE	ZIP CODE	E-MAIL ADDRESS
			PHONE NUMBER {        } —

### Applying for IGETC Certification

Apply for IGETC Certification in your last semester or session at SMC as follows:

Spring Semester	January 1 - July 31	<b>(Payment must be received during the filing period or will not be accepted.)</b>
Fall Semester	October 1 – December 1	

- IGETC Certification is applicable for transfer to the **UC AND CSU** systems **primarily**. Be sure to specify the system and campus to which you have applied (**one campus per application**).
- All requirements for the IGETC pattern must be completed prior to transfer with a grade of “C” or better.
- If you are uncertain about having met all IGETC requirements, please see a SMC counselor before you apply. **There is a \$3.00 non-refundable fee (make checks payable to “Santa Monica College”) for processing this IGETC request.** If deficiencies are not resolved within one semester/session, you will need to re-apply for certification and re-pay the \$3.00 processing fee.
- **An official SMC transcript will be sent to the campus indicated with your IGETC.**

Hold for final semester of coursework at SMC?  Year: \_\_\_\_\_  Spring  Summer  Fall  Winter

Have you previously applied for IGETC Certification?  Yes  No

Have you completed an IGETC Checklist & Planning Guide with an SMC counselor?  Yes  No

Are you an international (F-1 Visa) student?  Yes  No

**Other colleges/universities attended:** \_\_\_\_\_

Have you already had your transcript(s) sent directly to SMC from the colleges you listed? \_\_\_\_\_

**If you used another name when attending other schools, please indicate.** \_\_\_\_\_

**Transferring to:**  UC  CSU      Campus: \_\_\_\_\_

**This space must be completed. List only one campus per request.**

If you are transferring to a UC campus, where did you complete your foreign language requirement?

<input type="checkbox"/> High School _____ Name	<input type="checkbox"/> College _____ Name
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Did you take Advanced Placement exams?  Yes  No      Subject(s) \_\_\_\_\_

**(College Grade Report must be received by SMC directly from College Board)**

**I understand that I must make arrangements to have official transcripts sent from all colleges/universities (and high school for UC transfers) to the Santa Monica College Admissions Office before I can be IGETC certified. Please have transcript(s) mailed to: IGETC EVALUATOR, ADMISSIONS OFFICE, SANTA MONICA COLLEGE, 1900 PICO BLVD., SANTA MONICA, CA 90405-1628.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_