



California State University GE Certification/Certificate of Achievement Petition

FOR OFFICE USE ONLY

Received By: _____

Date Received: _____

Apply for CSU GE Certification in your last semester/session at SMC during one of these filing periods:
SPRING – January 1 to July 31 FALL – October 1 to December 1

LAST	FIRST	MIDDLE	SUFFIX	SMC ID#
PREFERRED FIRST NAME FOR CERTIFICATE OF ACHIEVEMENT ONLY			DATE OF BIRTH (MM/DD/YYYY)	
TELEPHONE NUMBER	EMAIL ADDRESS		*NAME OF THE CSU YOU WILL BE ATTENDING	

*Please only submit this petition once decided on your transfer school.

- Form must be submitted to the Admissions Office in person, mail or email transcriptevaluator@smc.edu
- If you are uncertain about having met all the requirements, please see an SMC academic counselor before you apply. The CSU GE review timeframe varies with each student, but typically takes **between 4-6 weeks** to complete. You will be updated by your evaluator.
- A Certificate of Achievement will be granted by Santa Monica College to eligible students without further petitioning.

Are you applying for a PARTIAL certification? Yes No

Are you currently enrolled at another college/university? Yes No If so, where? _____

Did you take Advanced Placement exams? Yes No If yes, list subject(s) _____

(AP Exam reports must be received by SMC directly from the College Board and must have scores of 3, 4, or 5 for credit to be applied)

List other colleges/ universities attended: _____

Have you already had your transcript(s) sent directly to SMC from the colleges you listed? Yes No

**Official transcript(s) must be mailed directly to SMC from the other institution(s).
Hand carried transcripts will not be accepted. The mailing address is as follows:**

**Admissions Office - EVALUATOR
Santa Monica College
1900 Pico Blvd.
Santa Monica, CA 90405**

I, the undersigned student, understand that this certification is applicable to the California State University System only and will be processed in approximately **4 to 6 weeks**. If coursework is pending for the term, certification will be processed after grades are posted. I also understand that it is my responsibility to order the official transcript online (www.smc.edu/transcripts) in order to have the GE Certification mailed to my transfer university. Santa Monica College will not mail my transcript. I also understand that courses appearing in two different CSU pattern sections will only be given credit in one pattern section.

By checking this box, I understand that my preferred first name will be printed on my diploma. Information on how to update your preferred first name can be found at <http://www.smc.edu/EnrollmentDevelopment/Admissions/Pages/Preferred-First-Name.aspx>

STUDENT'S SIGNATURE:	DATE:
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OFFICE USE ONLY:	ASSIGNED	SEMESTER	FULL/PARTIAL	GRANTED	EMAIL DATE	PROCESSED	CR
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