



# IGETC Certification Form/ Certificate of Achievement Petition

FOR OFFICE USE ONLY

Received By: \_\_\_\_\_

Date Received: \_\_\_\_\_

Apply for IGETC 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 TRANSFER SCHOOL YOU WILL BE ATTENDING	

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

- Form must be submitted to the Admissions Office via email at [transcriptevaluator@smc.edu](mailto:transcriptevaluator@smc.edu)
- If you are uncertain about having met all the requirements, please see an SMC academic counselor before you apply. The IGETC review timeframe varies with each student, but typically takes between 4-6 weeks to complete. You will be updated by your evaluator.
- IGETC Certification is applicable for transfer to the UC and CSU systems primarily. All requirements for the IGETC pattern must be completed with a grade of "C" or better.
- 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 (missing no more than 2 courses)  No

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

**Are you an International (F-1 Visa) student?**  Yes  No      **What is your native language?** \_\_\_\_\_

**List other colleges/universities attended:** \_\_\_\_\_

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

**If you are transferring to a UC Campus, where did you complete your Foreign Language requirement?**

\*High School: \_\_\_\_\_  College: \_\_\_\_\_

\*If your Foreign Language requirement was met at your HS, please attach an unofficial transcript along with your request.

**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)

**Official transcript(s) must be either mailed directly to SMC from the other institution(s) or sent electronically. 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 University of California and 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](http://www.smc.edu/transcripts)) in order to have the GE Certification mailed to my transfer school. Santa Monica College will not mail my transcript. I also understand that courses appearing in two different UC/CSU pattern sections will only be given credit in one pattern section, unless it's fulfilling the foreign language requirement.

**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/preferrednames>

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