

# ***IEP Short Term Certificate Request Form***

Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_

Phone #: \_\_\_\_\_ E-mail: \_\_\_\_\_

Current Address: \_\_\_\_\_

1. **Your name as you want it written on your Certificate** (“Kim SongHee” or “Song-Hee Kim” etc.):

\_\_\_\_\_

2. **Your last Quarter & Year at Seattle Central will be:** \_\_\_\_\_

3. **Are you transferring to a different school? YES / NO**

**\*If yes**, you must also submit a **Transfer Out** form (available at the front desk or on the web site).

4. **Are you going home / leaving the U.S.? YES / NO**

**\*If yes**, you must also submit a **Going Home Notice** (available at the front desk or on the web site).

5. **Please select the certificate you will earn (below):**

- |   |  |
|---|--|
| <input type="checkbox"/> Business in a Global Society / U.S. Business Culture | <input type="checkbox"/> General Studies |
| <input type="checkbox"/> Computer Science & Technology                        | <input type="checkbox"/> MBA Preparation |
| <input type="checkbox"/> Cultures and Communication                           |  |

6. **Number of Quarters completed for IEP Short Term Certificate:** \_\_\_\_\_

7. **Please choose one of the following:**

- I will pick up my certificate in the IEP Office.
- Please mail my certificate to the following address:

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

**NOTE: Certificates will be awarded after grades have been posted** for your final quarter of study.  
 Please allow seven business days to process certificate requests.

for STAFF use only:

Course	Cr.	Course	Cr.	Course	Cr.	Course	Cr.
Credits ea. qtr:							

**Eligible for Certificate**

\_\_\_\_\_ quarter(s) in:

Init/Date: \_\_\_\_\_