

SCIE Certificate Request Form

Name: _____ Student ID#: _____

Phone #: _____ E-mail: _____

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

2. **Your last Quarter & Year in SCIE will be:** _____

*You may only request a certificate when you have finished **all** of your SCIE classes (transferring out, returning home, starting in full time college classes)*

3. **Which certificate are you applying for? Check One:**

___ **Beginning English Certificate**

(Successfully completed Level 1 and/or Level 2 with 2.0 or higher)

___ **Intermediate English Certificate**

(Successfully completed RWG3 **and** SLG3 with a 2.0 or higher)

___ **High Intermediate English Certificate**

(Successfully completed College Bridge 4 **and** Introduction to Academic Writing with a 2.0 or higher)

___ **Advanced English Certificate**

(Successfully complete College Bridge 5 **and** Intermediate Academic Writing with a 2.0 or higher)

___ **College Bridge Certificate (Level 6)**

(Successfully complete College Bridge 6 **and** Advanced Academic Writing with a 2.0 or higher)

If you **do not** meet the above requirements, you may request a Certificate of Attendance.

___ **Certificate of Attendance ONLY (Any Level)**

(Did not successfully complete level with a 2.0 or higher)

4. **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:

- Students who are studying in their last quarter, but do not meet our certificate completion requirements (passed all required classes with a 2.0 or higher) can ONLY receive a “Certificate of Attendance”.
- Level 6/College Bridge Certificates will be awarded at the SCIE Certificate Ceremony on the *final day of the quarter*.
- SCIE Certificates will be prepared 5-7 business days AFTER grades are posted for the final quarter of SCIE study.

checked eligibility

prepared

emailed student

Rev 2/22/16 JPP