

# REQUEST FOR DEGREE OR CERTIFICATE

Office of Admissions & Records  
25555 Hesperian Boulevard • Hayward, California 94545



NAME LAST FIRST MIDDLE

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ADDRESS STREET

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CITY, STATE, ZIP

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STUDENT ID NUMBER (REQUIRED)

1) I attended Chabot College from: \_\_\_\_\_ to: \_\_\_\_\_  
TERM/YR TERM/YR

2) **Circle only one.** I am submitting this request for the following degree or certificate:

- AA Associate in Arts Degree
- AS Associate in Science Degree
- AA-T Associate in Arts for Transfer Degree
- AS-T Associate in Science for Transfer Degree
- C Certificate
- CA Certificate of Achievement
- CP Certificate of Proficiency

3) The major / certificate title is:

\_\_\_\_\_  
(For Liberal Arts Major, list OPTION I, II, III **and** EMPHASIS 1, 2, 3, 4, or 5.)

List of majors & certificates: [www.chabotcollege.edu/admissions/evaluation/titles.pdf](http://www.chabotcollege.edu/admissions/evaluation/titles.pdf)

4) I attended other colleges / universities: **YES** or **NO**

If you answered "no" or if your request is for a certificate only, skip to number 5.  
If you answered "yes," list your other colleges / universities below:

| SCHOOL NAME | ATTENDANCE DATES |           |
|-------------|------------------|-----------|
| _____       | from: _____      | to: _____ |
|             | TERM/YR          | TERM/YR   |
| _____       | from: _____      | to: _____ |
|             | TERM/YR          | TERM/YR   |
| _____       | from: _____      | to: _____ |
|             | TERM/YR          | TERM/YR   |

(If you need additional space, please use reverse side.)

5) My name should appear as follows on my diploma / certificate:  
(Clearly print. Unclear printing will produce a misspelled name. Reprint charge is \$20.)

\_\_\_\_\_

| FIRST | MIDDLE | LAST |
|-------|--------|------|
|-------|--------|------|

**Please read and initial before signing:**

- \_\_\_\_\_ I understand that my request will only be completed if (a) all my degree / certificate requirements will be completed by the end of the current term or (b) have already been completed.
- \_\_\_\_\_ I understand that my **request for degree** will only be completed if I have submitted all official transcripts from all other colleges / universities attended.
- \_\_\_\_\_ I understand that all holds must be cleared before my request will be completed.
- \_\_\_\_\_ I understand that I will receive a response to my request in 8 to 12 weeks via postal mail.
- \_\_\_\_\_ I understand that failure to complete this form in its entirety will result in my request being returned to me.

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