READ CAREFULLY BEFORE COMPLETING THIS FORM:

1. It is recommended that you meet with a counselor for a preliminary review before submitting this request.
2. We only issue one official certification per student to the university where they have been accepted and have agreed to attend.
3. If you have any “in progress” classes that are required for this certification, this request will be processed after grades have been officially posted and verified.
4. Processing time is 3 to 4 weeks.
5. SJCC only keeps records of DD-214s, official AP Score Reports, and most current official transcripts from other colleges and universities that have been submitted to the office of Admissions & Records. Missing documents and information may result in a partial certification or denied request.

Name: ____________________________  Last  First  Middle

Student ID: ________________________  Phone: ________________________

Check Only One GE Pattern:                      University Name and Mailing Address

CSU GE Breadth  ○
CSU IGETC  ○
IGETC for UC*  ○

* IGETC for UC – Language Other Than English Proficiency - Check Only One box:

☐ Completed one of the following courses with a grade of “C” or better – Please circle course completed at SJCC or fill in the blank with an approved foreign language course from another college or university:
ARABC 001A, 001B  |  CHIN 001A, 001B  |  FREN 001A, 001B, 002A, 002B  |  JAPAN 001A, 001B, 002A, 002B  |  SL001A, 001B, 002A, 002B  |  SPAN 001A, 001B, 002A, 002B, 022A, 022B  |  VIET 001A, 001B  |  or ____________ at ______________

☐ Completed two years of high school coursework in one language other than English with a grade of “C” or better in each course. – High School transcripts must be attached (sealed or unsealed) to this request to meet this requirement.

☐ External exam scores. Must be on file in Admissions & Records prior to submission of this request. See a counselor for specific tests and appropriate scores.

☐ Completed two years of formal schooling at the sixth-grade level or higher in an institution where the language of instruction is not English with grades of “C” or better. Student must present appropriate documentation of attendance at the secondary school – A copy of your translated foreign middle or high school transcripts must be attached to this request to verify and meet this requirement.

☐ Have competency verified by a faculty member associated with a California Community College. The student’s proficiency in the language must be equivalent to two years of high school study. – Approved verification with college letter from approved faculty member must be attached to this request to meet this requirement.

I am requesting a General Education Certification be sent to my university. I understand it is my responsibility to ensure all relevant documents are on file with the San Jose City College Admissions & Records office. Additionally, it is my responsibility to confirm that all of my official documents are the most current. Missing documents and/or information may result in a partial certification or denied request. Requests that are deemed ineligible will also be denied.

Student Signature (Required)  ________________________  Date  ________________________

Submit this form to: San Jose City College Admissions & Records, 2100 Moorpark Ave., San Jose, CA 95128

OFFICE USE ONLY

Received By:  ________________________  Evaluated By:  ________________________  Full Certification:  ☐
Date Received:  ________________________  Evaluation Date:  ________________________  Partial Certification:  ☐