

# REQUEST FOR GENERAL EDUCATION CERTIFICATION



411 Central Ave. | Salinas, CA 93901 | Phone: 831-755-6711

Complete this form and submit to the Admissions and Records office at [admissions@hartnell.edu](mailto:admissions@hartnell.edu)

Please allow 2-4 weeks for processing. Incomplete forms will result in non-consideration.

This request is **NOT** an official transcript request. Please request your official transcripts on [hartnell.edu](http://hartnell.edu)

STUDENT INFORMATION	
Full Legal Name:	Hartnell ID #: (or Social Security Number)
Birthdate:	All Previous Names:
Address: (Street, City, State and Zip Code)	
Phone: (xxx-xxx-xxxx)	Email:
RECIPIENT INFORMATION Send General Education Certification To:	
School or Name: (i.e., UC Berkeley)	
Attention To: (i.e., Admissions Office)	
Physical Mail or Email Delivery (Choose only one):	
Address: (i.e., 123 Street Name)	
City, State and Zip Code: (i.e., Berkeley, CA 94720)	
Institutional Email:	
Select One Request Option: Process Now or Process Later	
Process Now	Process Later
<input type="checkbox"/> Send <b>IGETC</b> Certification Now <input type="checkbox"/> Send <b>CSUGE</b> Certification Now <input type="checkbox"/> Send <b>CALGETC</b> Certification Now	<input type="checkbox"/> Hold and send <b>IGETC</b> Certification after final grades for: <input type="checkbox"/> Hold and send <b>CSUGE</b> Certification after final grades for: <input type="checkbox"/> Hold and send <b>CALGETC</b> Certification after final grades for: Semester _____ Year _____
Select One That Applies:	
<input type="checkbox"/> I meet all general education areas, with courses completed at Hartnell College <u>only</u> (No transfer credit, high school courses, or AP exams). <input type="checkbox"/> I have completed some general education areas with high school courses/ AP exams, or courses at other institutions and have previously submitted official transcripts/scores to Admissions and Records. <input type="checkbox"/> I acknowledge I did not meet the full general education area requirements and are requesting partial general education certification. (Select this option if you are missing LOTE, or following IGETC for STEM).	
Student Signature: _____	Date: _____
For Admissions & Records Use Only:	
<input type="checkbox"/> Official high school transcript on file <input type="checkbox"/> Not applicable	
<input type="checkbox"/> Official AP Scores on file <input type="checkbox"/> Not applicable	
<input type="checkbox"/> Official transcript from other colleges attended on file <input type="checkbox"/> Not applicable	
Processed By: _____	Date: _____