



San José State
UNIVERSITY

Professional Development

210 N. 4th St., 3rd Fl
San José CA 95112
E-mail: info@profdev.sjsu.edu
<http://pd.sjsu.edu>

Certificate Request Form

Step 1: Identify Certificate

Title of Certificate: _____

Step 2: Contact Information

Name: _____ Student ID#: _____

(Please, print your name as you want it to appear on the certificate.)

Address: _____

City: _____ State: _____ Zip Code: _____

Phone Numbers: _____ (daytime) _____ (evening)

Social Security Number: _____

Step 3: Employer Information.

If you would like your employer to receive a letter advising them that you have been awarded your certificate, complete:

Company Name: _____

Attention: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Step 4: Have you completed the **Certificate Application Form** (previously titled **Advancement to Candidacy Form**)? ___ Yes ___ No

- If no, you can find the **Certificate Application Form** in the course catalog, or request one at the front desk. Allow 4 to 6 weeks for processing.

Step 5: Upon completion of the required courses, return application to:

Program Coordinator
SJSU Professional Development Center
210 N. 4th St., 3rd Floor
San Jose CA 95112

Student's Signature

Date

Office Use Only:

Approved By _____ Date _____

Certificate Mailed On _____