

# How to Apply for a Certificate of Performance

Miramar Campus Evaluations  
(remote process)

1. After completing all coursework for the Certificate of Performance as listed in the College Catalog visit the Forms and Documents page:  
<https://www.sdccd.edu/students/forms-and-documents.aspx>
2. Scroll to the Counseling/Evaluation/Graduation Section and find "**Apply For Certificate of Performance**". Save the document and open with Adobe.
  - a. If you need help with completing the form there are instructions and videos at the top of the Forms and Documents page along with a free Adobe download.

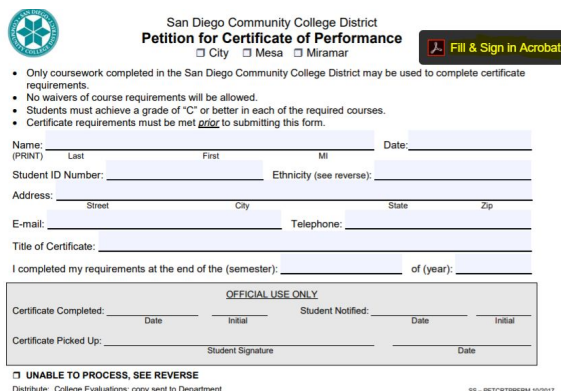
## COUNSELING/EVALUATION/GRADUATION FORMS

- Application for Credit by Exam
- **Apply for Certificate of Performance**
- Proof of Prerequisites or Corequisites
- Language Other than English (LOTE) Clearance - (For out of country education)
- Request to Reissue Diploma

### Graduation Forms:

- Apply for Associate Degree or Certificate of Achievement [mySDCCD]
- Apply for Bachelor's Degree (Mesa Only) [mySDCCD]

3. Complete the form (one per certificate you are applying for) and save to your device. Double-check to make sure all areas are filled.



San Diego Community College District  
**Petition for Certificate of Performance**  
 City  Mesa  Miramar Fill & Sign in Acrobat

- Only coursework completed in the San Diego Community College District may be used to complete certificate requirements.
- No waivers of course requirements will be allowed.
- Students must achieve a grade of "C" or better in each of the required courses.
- Certificate requirements must be met prior to submitting this form.

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
(PRINT) Last First MI  
Student ID Number: \_\_\_\_\_ Ethnicity (see reverse): \_\_\_\_\_  
Address: \_\_\_\_\_ Street City State Zip  
E-mail: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Title of Certificate: \_\_\_\_\_  
I completed my requirements at the end of the (semester): \_\_\_\_\_ of (year): \_\_\_\_\_

OFFICIAL USE ONLY					
Certificate Completed:	Date	Initial	Student Notified:	Date	Initial
Certificate Picked Up:	Student Signature		Date		

UNABLE TO PROCESS, SEE REVERSE  
Distribute: College Evaluations; copy sent to Department SS - PETCHTRPRM 10/2017

4. Return to the Forms and Documents page and find the **Submit Form Online** button

**SUBMIT FORM ONLINE**

5. Complete the Support Desk Ticket. Please include a valid email address as all updates and comments will be exchanged on this online platform. **One ticket per Certificate.**

**Due to remote operations the printing and mailing of Certificates of Performance have been greatly impacted. Upon request, Campus Evaluations can provide a Letter of Completion immediately while the multi-step process is completed.**

SAN DIEGO  
MIRAMAR  
COLLEGE

