

## General Education Certification Request Form

San Joaquin Delta College  
Evaluations Office - DSSB  
5151 Pacific Avenue  
Stockton CA 95207

Email:  
evaluations-followup@deltacollege.edu  
Fax: (209) 954-3769

### **Please read all of the following carefully:**

This is NOT a transcript request.

Submit this form AFTER you have been accepted at the school to which you want the certification sent.

If you did any of the needed coursework at another college...the official transcript from that college must be on file in the Evaluations office OR be submitted with this form. If the other college was private or located out-of-state, or if the course names and numbers have changed since you took the course(s), then you must provide the course descriptions for the needed courses.

If you are going to a UC and you met the foreign language requirement with two years of a foreign language in high school...you **MUST** provide an official high school transcript.

GE Certifications can be sent as either partial or complete. Students are advised to check with the institution to see how a partial certification may effect their transfer.

The Evaluations Office will mail the certification directly to the institution specified. A "Student Copy" will be emailed to the student if an email address is provided.

GE Certifications are usually worked within 1-2 weeks of the date the request was received. Requests are NOT held until a grade is posted. If you need a particular grade for certification, wait until the grade is posted to submit the request.

Due to the Family Education Rights & Privacy Act, we cannot disclose student information over the phone. Inquiries must be made in person with a picture ID.

**Please complete page two and return to the Evaluations Office in person, by email, mail, or fax.**

February 22, 2023

