

Apply for the Asian American Studies Certificate

Access the [online application](https://www.deanza.edu/admissions/degrees-certificates.html): <https://www.deanza.edu/admissions/degrees-certificates.html>

Apply for Degrees and Certificates

Once you have met all the requirements, you may apply for your certificate or degree. Please see here for more options:

Graduation Application Deadline
You can file for your degree or certificate at any time during the quarter in which you are graduating, but you must apply no later than the [last day of the quarter](#) in order for your degree or certificate to be conferred for that quarter.

AA/AS Degree	Transfer Degree	Certificate
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Applying for any certificate can be done by following these steps.

Step 1
Use Degree Works to determine your eligibility
[How to use Degree Works](#)

Step 2
Complete the [Online Application for a Degree or Certificate](#). Please read every section carefully and provide all information or documentation requested.

Please note that hardcopy diplomas and certificates become available about **three months after the end of the quarter** you have applied for. When they are available, eligible students will be emailed at the email address they entered on their application.

- A. Select the "Certificate" tab
- B. In "Step 1" - Use "Degreeworks" to determine eligibility or meet with a [Counselor or Academic Advisor](#) for assistance
- C. In "Step 2" - Access the online application

Please respond to the following prompts.

General Information

Please indicate which award you are applying for. If you are uncertain, please [contact your counselor](#).

Associates Degree for Transfer (A.D.T.)
 Associates degree (non-transfer)
 Certificate

Will all of your degree or certificate requirements be completed by the end of this quarter or next quarter?
If you are unsure of when you will complete your degree or certificate, review DegreeWorks and contact your counselor for assistance before applying.

Yes
 No

- D. Select "Certificate"
- E. Select "Yes" if eligible

Before You Begin

Timeline

The final degree review, award and issue process begins after the award quarter you have applied for ends. The process takes approximately three (3) months to complete. Eligible students will be emailed when their diplomas or certificates are available.

Deadlines

Application deadlines for each award quarter are:

- Fall: December 1st
- Winter: March 1st
- Spring: June 1st
- Summer: August 1st

Check the Following

Course Substitution Petitions (if any)

All relevant substitutions must be submitted and approved before applying.

Supplemental Documents (if any)

Have supplemental PDF documents ready to upload to your application. (e.g. current Child Development or Health Technologies first aid certification cards, both sides)

CONFIRM AND CONTINUE TO APPLICATION

- F. Click on "Confirm and Continue to Application"

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Application

Please provide the requested information below. If you do not know what you should put, please consult with a [Counselor](#) before submitting an application.

Award Quarter **Year**

Fall Winter Spring Summer
 2021 2022

Degree/Certificate Information

Catalog Year

2021-2022 Other

Other Catalog Year

Type

Major

If you do not see your major as an option, please contact [counseling](#).

- G. Award Quarter: Enter the last Quarter/Year with completing the all requirements.
 - H. Select a catalog year
 - I. Type: use the drop-down menu to select "Certificate of Achievement"
 - H. Major: Use the drop-down menu to select "Asian American Studies (Asian American and Asian Studies)"

Type your name **exactly** as you want it to appear on your diploma/certificate

First Name* **Middle Name** **Last Name***

Requirements In Progress (If Any)

Quarter	Year	Course ID (for example "EWRT 2")	
<input type="text" value="Winter"/>	<input type="text" value="2022"/>	<input type="text" value="ASAM 13"/>	<input type="button" value="+ ADD COURSE"/>

Added Courses

Winter 2022 | ASAM 13

For this degree or certificate, I have completed some required courses outside Foothill-De Anza that haven't been applied yet. I will submit my official transcript as soon as possible to Admissions and Records for evaluation.

Outside college or university transcripts required for this application not yet submitted and evaluated (if any).

You must use your CWID and MyPortal password to digitally sign this form.

CWID* **MyPortal Password***

- I. Enter the name you want printed on the certificate
 - J. Enter any pending classes during the last quarter
Click "+ADD COURSE"
 - * Leave blank if all required classes are completed.
 - K. Check the box only if there is pending course work from other institutions to complete the certificate
 - L. Sign form using your "CWID and password" used to log into your myportal account
 - M. A confirmation email will be sent from the Evaluations office. Have questions or follow-up, respond using the confirmation email:

Contact:
Evaluationsda@deanza.edu