

# HOW TO APPLY FOR A MT. SAC CERTIFICATE



- 1 Login: [inside.mtsac.edu](https://inside.mtsac.edu) (portal). View the “student self-service” card. Click “**Graduation Application**” and click again #45 Graduation and Certificate Application”.

Student Self Service

Graduation Application

45. [Graduation and Certificate Application](#)

- 2 Select “**Submit Certificate Application**”

Submit Certificate Application

- 3 “**Certificate Term**”

From the drop-down menu, select the term in which you will complete (or have already completed) the course for the certificate: Fall, Winter, Spring or Summer.

Fall 2024

Winter 2025

Spring 2025

Summer 2025

- 4 “**Program**”

From the drop-down menu, select the certificate you will complete (or have already completed)

- 5 “**Catalog Year**” & Submit

Select the year you started at Mt.SAC. Example: Fall 2023 or Fall 2024.

Catalog Year



Submit Certificate Application

## What Next?

*Admissions & Records (A&R) will verify course information. An email notification will be sent your Mt. SAC email explaining the status of your certificate application before the term concludes.*

*Got questions? Contact Admissions & Records at 909-274-4415.*

HELP



Need Assistance with certificate application?  
Contact the **Counseling Department**  
(909) 274-4380 or go [bit.ly/3YcaJvC](https://bit.ly/3YcaJvC)

  
Mt. SAC  
Mt. San Antonio College  
COUNSELING SERVICES