



## *College Admissions Counseling and Career Planning Certificate Program Application*

UC Davis Extension certificate programs are open to anyone who can benefit from university-level study. To earn the College Admissions Counseling and Career Planning Certificate Program, however, you must meet special requirements. You must have a minimum of a bachelor's degree from an accredited institute. You are also required to complete this application form and pay an application fee. The information requested on the application regarding education and work experience is confidential and for official use only.

### **Procedure**

**It is strongly advised that you file an application by the time you complete your third course in the certificate program.**

Complete this application form and return it with your \$45, nonrefundable application fee and a copy of your transcripts notating a bachelor's degree awarded to:

Education Department  
UC Davis Extension  
University of California  
1333 Research Park Drive  
Davis, CA 95618-4852

Date \_\_\_\_\_

Name \_\_\_\_\_

Student ID# \_\_\_\_\_

### **If you have questions**

Please call our Student Services office at (800) 752-0881. From Davis or Woodland, call (530) 757-8777. Or send an email to [extension@ucdavis.edu](mailto:extension@ucdavis.edu).

## General information

Please complete this form online and print it out.

\_\_\_\_\_  
Name (as it should appear on your certificate)

\_\_\_\_\_  
Home address

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
Home phone number Extension student ID number

\_\_\_\_\_  
Email address

## Professional information

\_\_\_\_\_  
Current occupation and title

\_\_\_\_\_  
Company name

\_\_\_\_\_  
Company address

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
Business phone number

\_\_\_\_\_  
Organization's primary activity

Is your employer covering  all  part  none of your course fees?

Please provide a brief description of your current responsibilities. (Attach additional pages if needed.)

How do you plan to utilize the skills you will acquire through this Certificate Program? What are your future occupational goals? (Attach additional pages if needed.)

Do you belong to any professional trade organizations? (Please specify. No acronyms please.)

## Education

\_\_\_\_\_  
High school City/State

\_\_\_\_\_  
Degree and date of degree

\_\_\_\_\_  
College

\_\_\_\_\_  
Area of study

\_\_\_\_\_  
Degree and date of degree

\_\_\_\_\_  
Graduate school

\_\_\_\_\_  
Degree and date of degree

\_\_\_\_\_  
Other relevant education:

## Application fee

My \$45 check, payable to UC Regents, is enclosed.

Please bill my:

Visa

MasterCard

Discover

American Express

\_\_\_\_\_  
Account number

\_\_\_\_\_  
Name of cardholder

\_\_\_\_\_  
Expiration date (mm/dd/year)

Credit care verification number \_\_\_\_\_ The CCV is the last three digits of the number printed on the back of your credit card (for American Express it is the last four digits of the number printed on the front).

**Please note:** For security purposes, we can no longer accept credit card payments via fax.

\_\_\_\_\_  
Signature Date