

## Intent to Graduate Form

### Receiving your *Certificate of Interior Design*

Please submit this form to our office when you have completed all required courses and all grades have been finalized. We will work in partnership with the Registrar's Office to facilitate the mailing of your Certificate. Please allow 2-3 weeks for processing. You will also receive a digital copy of your Certificate.

**Name:** \_\_\_\_\_ **Student ID #:** \_\_\_\_\_  
**E-mail Address:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**Note:** It is very important that your mailing address is correct in your student portal. Please see the enclosed instructions for verifying and updating this information under "My Profile."

**Mailing Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

Please print your name exactly how you would like it to appear on your Certificate. This is case-sensitive.

\_\_\_\_\_

**Have you verified that your mailing address is correct in your student portal?**  YES  NO  
**Are all of your grades finalized?**  YES  NO  
**Do you have a bachelor's degree?**  YES  NO  
**Do you plan on applying to the MIA Program?**  YES  NO  
**Are you a member of ASID Student Chapter?**  YES  NO  
**Are you currently working in the field of Interior Design?**  YES  NO

**Name of Firm:** \_\_\_\_\_ **Location of Firm:** \_\_\_\_\_

**How many hours per week?** \_\_\_\_\_ **Approximate length of time employed here:** \_\_\_\_\_

**Wage/Salary Range (if comfortable sharing):** \_\_\_\_\_

Please e-mail this completed form to [ARC\\_ID@UCLAEXTENSION.EDU](mailto:ARC_ID@UCLAEXTENSION.EDU)

Congratulations! We wish you the best of luck in your endeavors. Please stay in touch with us. Instagram: @uclaxarcid