

How to use MiraCosta's e-signature forms

1. To sign an e-signature form, select the '(e-signature form)' link listed next to the name of the form.

STUDENT FORMS

All e-signature forms below will automatically be sent to 'admissions@miracosta.edu' upon completion. You will also be sent a copy of the signed form.

- + [AB13 Affidavit - Military](#) (PDF) (Word) (e-signature Form)
- + [AB540 Affidavit e-signature](#)
- + [Academic Renewal](#) (PDF) (Word)
- + [Application for Admission](#) (PDF)
- + [Certificate of Achievement Application](#) (PDF) (Word) (e-signature Form)
- + [Certificate of Proficiency Application](#) (PDF) (e-signature Form)

2. Upon clicking the appropriate e-signature form link, you will be redirected to the form in Adobe sign. Fill in all appropriate fields.

Please sign: Certificate of Achievement

Start

MIRACOSTA COLLEGE

Petition for Certificate of Achievement

SURF ID: _____

My name should appear on the diploma as follows: (please PRINT legibly)

First Middle Last

Permanent or Forwarding Address

Number/Street City State Zip

Home Phone (_____) _____ - _____ Email: _____

Major: _____

The requirements for this certificate will be completed by:

Fall 20____ Spring 20____ Summer Session 20____

List all courses in progress, including those at other colleges, which are required to complete this certificate:

Course	Units	Course	Units

NOTE: If you have courses in progress at another college which are required to complete this certificate, official transcripts must be submitted to the Admissions & Records Office at the end of the term.

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3. Upon completing all fields, click the signature field on the document which will read "click here to sign"

READ CAREFULLY BEFORE SIGNING

In order to have this evaluation form processed for the current term; I understand that it is my responsibility to see that all required **official transcripts and substitution/waiver forms** are on file in the Admissions & Records Office by the petitioning deadline.

Comments: _____

- I grant permission to MiraCosta College to include my name on the graduation program and any graduation lists that may be released to the public.
- I do not grant permission to MiraCosta College to include my name on the graduation program and any graduation lists that may be released to the public. [Click here to sign](#)

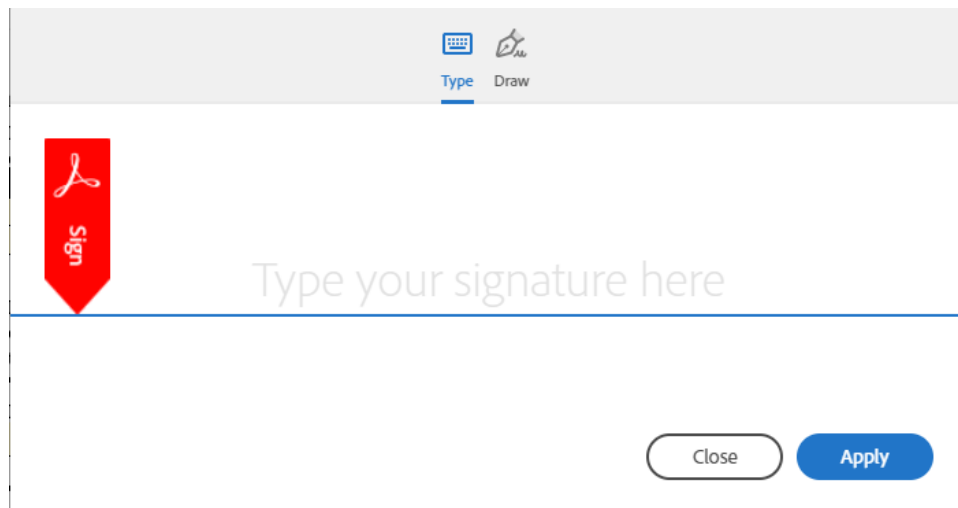
Student Signature

Date

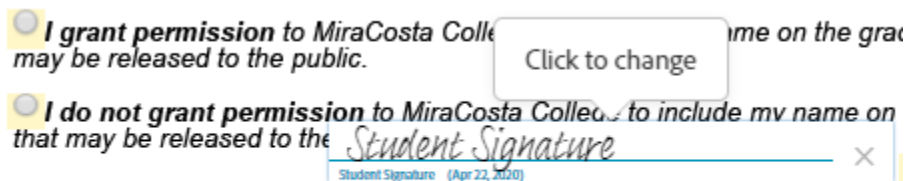
Oceanside Campus: Submit completed form to Admissions & Records, MiraCosta College, One Barnard Drive, Oceanside, CA 92056 or fax to 760-795-6626.
San Elijo Campus: Submit completed form to Admissions & Records, MiraCosta College, 3333 Manchester Ave., Cardiff, CA 92007 or fax to 760-634-7875.

This pop-up will appear where you will type in your name or draw your signature. Either method is acceptable.

4. Once your signature is on the line (typed or drawn), click the apply button.



Your Signature will appear on the form. You may click the signature if you would like to change it:

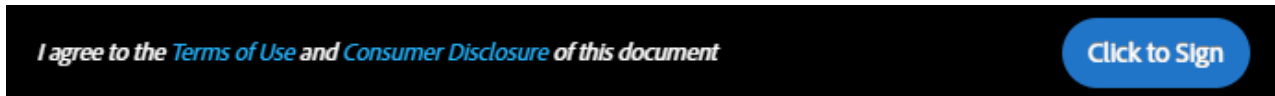


Student Signature

Oceanside Campus: Submit completed form to Admissions & Records, MiraCosta College, One San Elijo Campus: Submit completed form to Admissions & Records, MiraCosta College, 3333

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5. Review your form and signature. When you are ready to submit, click the button that says "click to sign" along the black banner at the bottom of the page:



In order to verify your signature on the document, you will need to use the email address on file with MiraCosta College. Enter the email address on file in the pop-up box. Note: you will need access to this email address to verify your signature. If you do not have access to this email address, you can update your email address by logging into your SURF account.

Enter Your Information ×

Please enter your email and then click to sign this document.

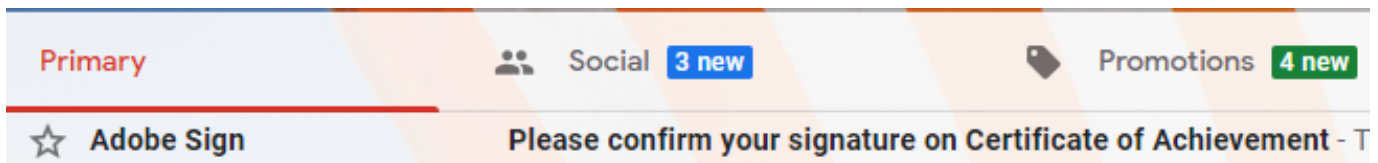
Cancel Click to sign

The click to sign button will become active once you enter in your email address. Upon clicking the "click to sign" button, the following message will appear:

Just one more step

We just emailed you a link to make sure it's you. It'll only take a few seconds, and we can't accept your signature on "Certificate of Achievement" until you've confirmed.

6. Go to the email address you entered and open the email from Adobe Sign.



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7. Open the email and click the link "confirm my email address" to finalize your signature:



Adobe Sign

MIRACOSTA COLLEGE
Petition for Certificate of Achievement

MIRACOSTA ID: _____

My name should appear on the diploma as follows: (please PRINT legibly)

First _____ Middle _____ Last _____
Permanent or Forwarding Address _____
Number/Street _____ City _____ State _____ Zip _____
Home Phone (_____) _____ Email: _____
Major: _____

The requirements for this certificate will be completed by:
Fall 20____ Spring 20____ Summer Session 20____
List all courses in progress, including those at other colleges, which are required to complete this certificate:

Course	Units	Course	Units

NOTE: If you have courses in progress at another college which are required to complete this certificate, official transcripts must be submitted to the Admissions & Records Office at the end of the term.

List all colleges from which you have coursework to be considered for this certificate: _____

READ CAREFULLY BEFORE SIGNING
In order to have this evaluation form processed for the current term, I understand that it is my responsibility to see that all required official transcripts and substitutions/waiver forms are on file in the Admissions & Records Office by the petitioning deadline.

Comments: _____

I grant permission to MiraCosta College to include my name on the graduation program and any graduation lists that may be released to the public.
 I do not grant permission to MiraCosta College to include my name on the graduation program and any graduation lists that may be released to the public.

Student Signature _____ Date _____

Revisions: Changes reflect completed forms in Admissions & Records, MiraCosta College, One Raymond Drive, Redwood City, CA 94063 or fax to 708-760-6633. See Office Computer Network-completed forms in Admissions & Records, MiraCosta College, 11115 Redwood Ave., La Honda, CA 94027 or fax to 708-760-7673.

Thank you for signing Certificate of Achievement. To complete the process, you just need to confirm your email address using the link below. It will only take seconds.

[Confirm my email address](#)

After you confirm your signature and other form participants have fulfilled their roles, all parties will receive a completed copy of Certificate of Achievement as a PDF.

When you click "confirm my email address" you will be redirected to a page displaying this message:

Your e-signing of Certificate of Achievement has been verified. It has now been emailed to the additional signer(s) for their signature.

You're all set. Your document will automatically be sent to admissions@miracosta.edu for acceptance and you will be emailed a copy. Please allow 5-7 business days for processing. If you have any questions, please send an email to admissions@miracosta.edu for assistance.