

Como usar las formas de firma electrónica de MiraCosta

1. Para firmar electrónicamente una forma, seleccione el link '(forma de firma electrónica)' adjunto al nombre de la forma.

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. Después de seleccionar el link de la forma de firma electrónica apropiada, usted será dirigido a la forma Adobe Sign. Llene todos los espacios apropiados.

Please sign: Certificate of Achievement

Start

MIRACOSTA COLLEGE

Petition for Certificate of Achievement

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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- Después de completar todos los espacios, de un click en el espacio del documento para la firma electrónica, en el cual se leerá “de un click aquí para firmar.”

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

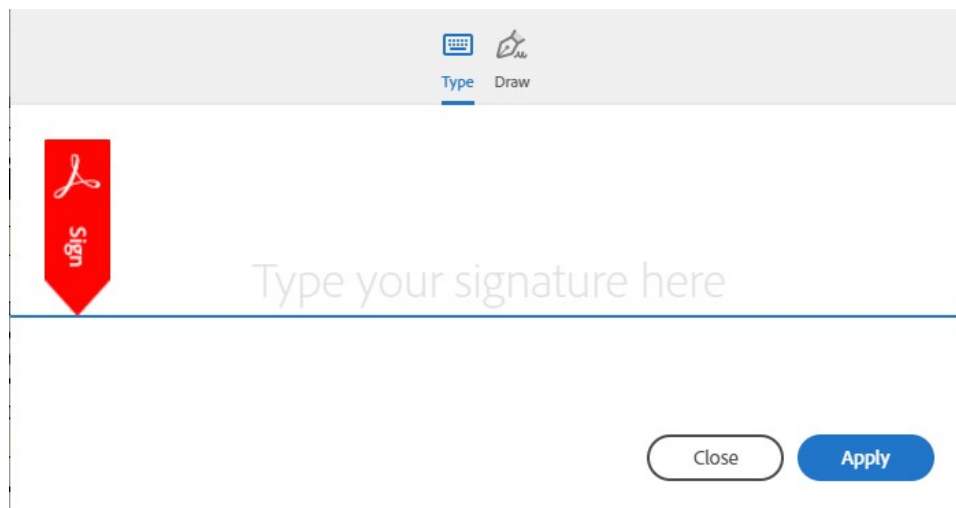
Date

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.

Esta ventana emergente aparecerá en donde Usted escribirá su nombre o trazará su firma. Cualquiera de estos métodos es aceptable.

- Una vez que su firma se encuentre en la línea (escrita o trazada), haga un click en el botón que aplique.



Su firma aparecerá en la forma. Usted puede dar un click en la firma si desea cambiarla:

:

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I grant permission to MiraCosta College to include my name on the graduation form that may be released to the public. Click to change

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

Student Signature

Student Signature (Apr 23, 2020)

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

5. Revise su forma y firma. Cuando usted esté listo para presentar la forma, de un click en el botón que dice “de un click aquí para firmar” que se encuentra en el anuncio en fondo negro al pie de la página:

I agree to the [Terms of Use and Consumer Disclosure of this document](#) Click to Sign

Para verificar que su firma esté en el documento, debe usar el correo electrónico que se encuentra en los archivos del Colegio MiraCosta. Escriba el correo electrónico archivado en la ventana emergente. *Nota: debe tener acceso a esta dirección de correo para verificar su firma. Si usted no tiene acceso a esta dirección de correo, usted puede actualizar su dirección entrando a su cuenta SURF.*

Enter Your Information ×

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

Email

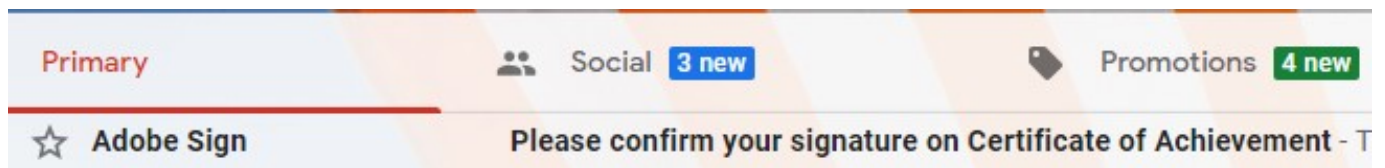
Cancel Click to sign

El botón para firmar se activará una vez que proporcione su dirección de correo electrónico. Al dar un click en el botón para firmar, el siguiente mensaje aparecerá:

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. Vaya a la dirección de correo electrónico que usted proporcionó y abra el correo de Adobe Sign.



7. Abra el correo y de un click en el link que dice “confirme mi correo electrónico” para terminar con el proceso de su firma.

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Adobe Sign

MiraCosta College **Petition for Certificate of Achievement** FORM 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 substitution/waiver forms are on file in the Admissions & Records Office by the petitioning deadline.
Comments: _____

grant permission to MiraCosta College to include my name on the graduation program and any graduation lists that may be released to the public.
 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 _____
Revised: August 2009. Submit completed forms to Admissions & Records, MiraCosta College, One Harvard Drive, Riverside, CA 92504 or fax to 714 710-4610. For file changes, submit completed forms to Admissions & Records, MiraCosta College, 2121 Westchester Ave., Suite 210, Riverside, CA 92504.

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.

Cuando de un click en “confirme mi dirección de correo,” usted será enviado a una página que tiene este mensaje:

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

El proceso está completo. Su documento será automáticamente enviado a admissions@miracosta.edu para ser aceptado, y se le enviará a usted una copia. Por favor, permita un tiempo de procesamiento de 5 a 7 días. Si tiene alguna pregunta, por favor mande un correo a admissions@miracosta.edu para que se le asista.