



**SF STATE EXTENDED LEARNING**  
**Downtown Campus**  
 835 Market Street, 6<sup>th</sup> Floor  
 San Francisco, CA 94103-1901  
 cel.sfsu.edu

# ENGLISH FOR PROFESSIONAL PURPOSES

## Certificate Application

Date: \_\_\_\_\_

Graduation Semester & Year: \_\_\_\_\_

Student Name  
 (printed on certificate): \_\_\_\_\_ SFSU ID#: \_\_\_\_\_

Address: \_\_\_\_\_

Day Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Other name(s) used at SFSU: \_\_\_\_\_

Course Number	Required Courses <i>Students must complete all <u>three</u> (3) required courses</i>	CEUs	Semester & Year Completed	OFFICE USE ONLY Grade
EPP 9005	Better Business Writing	2.4	_____	
EPP 9015	Effective Workplace Communication	2.4	_____	
EPP 9025	Refining Pronunciation	2.4	_____	
<b>Elective Courses</b> <i>Choose <u>one</u> (1)</i>				
EPP 9062	Persuasive Business Writing	1.5	_____	
EPP 9072	Online Communications ( <i>online course</i> )	1.5	_____	
<b>TOTAL</b>		<b><u>8.7</u></b>		

APPROVED       NOT APPROVED (*reason:* \_\_\_\_\_)

Program Director: **Cathy Flight** \_\_\_\_\_  
SIGNATURE DATE

**Please enclose:**

- Your unofficial transcript
- \$50 application fee

- To download unofficial transcripts, access your Student Center at [gateway.sfsu.edu](http://gateway.sfsu.edu).
- Application fee is non-refundable. Please only use check or money order, made payable to SFSU CEL. Do not mail cash.

Mail completed application to:  
**English for Professional Purposes**  
**SF State Downtown Campus**  
**835 Market Street, 6<sup>th</sup> Floor**  
**San Francisco, CA 94103-1901**