

How to Apply Certificate and Transcript

Congratulations on completing your program in Atlanta College of Liberal Arts and Sciences!

In your next step, you can now apply for your academic transcript and certificate. Go to "My programs" section, you will see it by clicking your profile:



Please note that you cannot apply for the academic transcript and certificate if you haven't finished the course with us. Here's an example of the page:

My Bundles				
Master of Busine The MBA program is des business management a	ess Administration ligned to provide students with th nd leadership. It is a quick and co	MBA (e essential skills and credentials nec ost-effective way to boost your resur	degree essary for care ne and reach yo	120 Credits er advancement in vur career goal. Ke
Language: English	Type: Online course	Expiry at: LIFETIME ACCESS	8 Course(s)	
	Admission letter: 🛓	Academic transcript:	Certificate:	
Tuition status: Paid		Courses unfinished	Courses unfir	hished

My Programs Section: Example of page if you haven't finish the course

If you have finished the course, now you can start to apply for Certificate and Transcript! (Before coming to this step, ensure that you have completed the full payment, or you will not be able to apply for the Certificate and Transcript.)

Step 1: Go to the My Programs section.

You will be able to **see the word "Apply"** in the Academic Transcript and Certificate section. This means that you have completed the course and you can now apply for the certificate and transcript.



Step 2: Click Apply on Academic Transcript and Certificate section

After you click the button "Apply," leave a note to our course consultant to review your course completion progress.

Remember to **click both Apply** to ensure if you have successfully applied for both academic transcript and certificate.

E.g.:

Hi, my name is (Your Name). I have completed my (MBA/DBA/MCS) course. I would like to apply for an academic transcript.

Hi, my name is (Your Name). I have completed my (MBA/DBA/MCS) course. I would like to apply for my certificate.

Home > My programs	Apply for academic transcript Facebook Facebook link			
	Linkedin Linkedin link Twitter			
	Twitter link Note Please leave a note.			
	N Tr bb	Submit	MBA degree 120 Credits als necessary for career advancement in r resume and reach your career goal. Ke	
은 Profile	La Tu Decomposition latter 4	Close	CESS 8 Course(s) Certificate id: 🏴 785/2cb2	

Page: After clicking the apply button

Step 3: Waiting for Review

After you have finished leaving a note to our course consultant by applying for an academic transcript and certificate, the button will show the word "Pending." This means that you have successfully submitted the application to our course consultant.

Important Note: Please note that, due to high enrollment, our course consultant will need to take 3 - 7 business days to review (except weekends, and public holidays). It may also have the possibility of taking longer up to 7 days to process. Thank you for your understanding.

Step 4: Status of Academic Transcript and Certificate

If the status shows "refused," it means that we have not received your full amount of tuition fees, or you have not completed the program.

Ensure you have completed the both steps before applying for Academic Transcript and Certificate, and click "Apply again" on the Certificate section once you have ensured you have done both.

Master of Compute	r Science	MCS	Degree	120 Credits
The Master of Computer Scie affordable, and flexible educa	nce (MCS) program at Atlant tion tailored to meet the dem	a College of Liberal Arts and Scienc ands of today's tech industry. With	es (ACLAS) c a unique bler	offers a robust, Id of theoretical and
Language: English	Type: Online course	Expiry at: LIFETIME ACCESS	7 Course(s	;)
Tuition status: Partial payment	Admission letter: 🚣	Academic transcript: 🛓	Certificate	Refused
			Apply agai	
			Ch	eck course details

Example page: Profile > My Programs

When will I know if it is successful?

If the status on Academic transcript shows "download button," it means that you have successfully received your academic transcript and certificate.

You may choose to apply again if you want to retake your test to get higher marks on your test result, however **please note that:**

Please note that if you click "Apply Again," the date on your academic transcript will be updated to the latest date when you click Apply again.

Master of Compute	r Science	мс	CS Degree	120 Credits
The Master of Computer Scien affordable, and flexible educa	nce (MCS) program at Atlanta Co tion tailored to meet the demand	ollege of Liberal Arts and Scie Is of today's tech industry. Wi	nces (ACLAS) o th a unique blen	ffers a robust, d of theoretical and
Language: English	Type: Online course	Expiry at: Expired	7 Course(s)
Tuition status: Partial payment	Admission letter: 🛓	Academic transcript: 🛓 Apply again	Certificate:	Apply
			Ch	eck course details »

Once you have done so, you will be able to download the certificate and there will be an option for you to download and add it to your LinkedIn profile.

Hope you enjoy the journey with Atlanta College of Liberal Arts and Sciences!