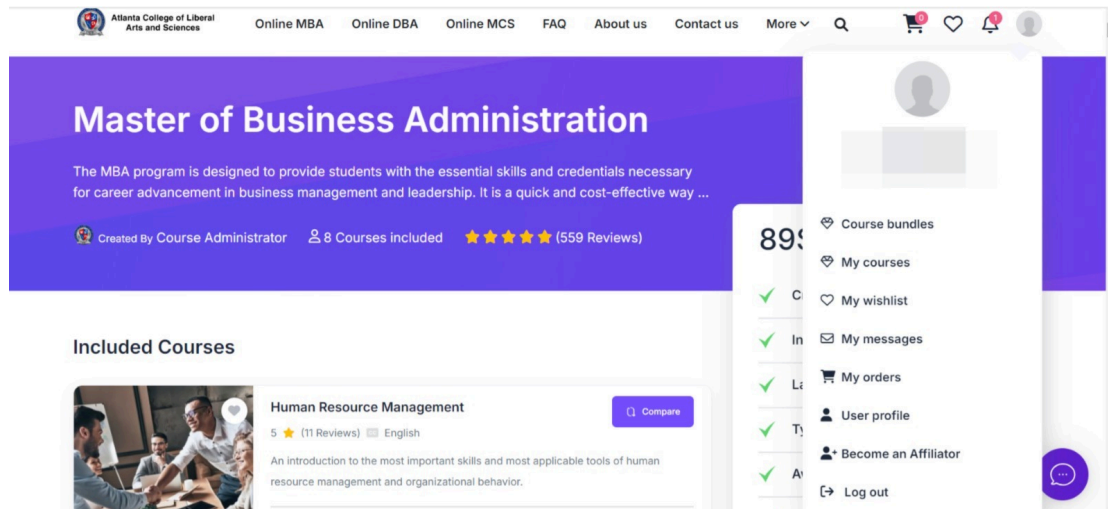




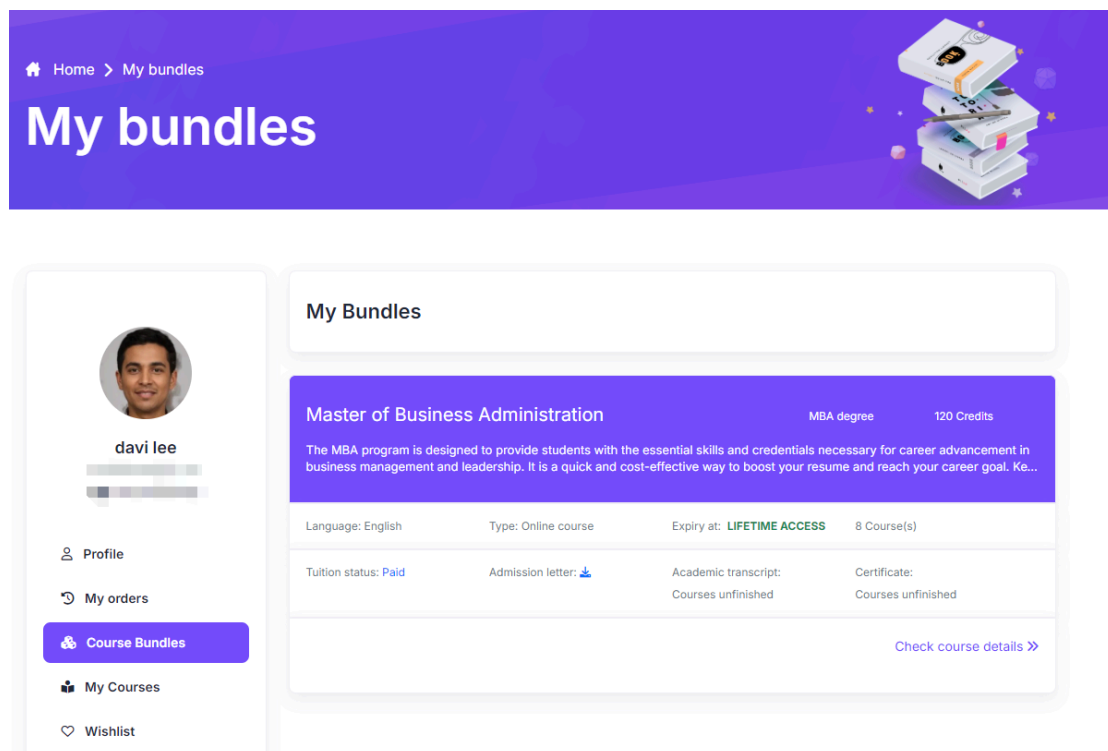
How to Apply Certificate and Transcript

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 Course Bundles 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:



Course Bundles 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 **Course Bundles** 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.

My bundles

My Bundles

Master of Business Administration MBA degree 120 Credits

The MBA program is designed to provide students with the essential skills and credentials necessary for career advancement in business management and leadership. It is a quick and cost-effective way to boost your resume and reach your career goal. Ke...

Language: English Type: Online course Expiry at: **LIFETIME ACCESS** 8 Course(s)

Tuition status: **Paid** Admission letter: [↓](#) Academic transcript: [Apply](#) Certificate: [Apply](#)

[Hide course details](#)

Human Resource Management

Lectures 13 02:42:40 hr(s) Quizzes 1 Passed

100%

[Course Administrator](#) ★★★★★

Expiry period - **LIFETIME ACCESS** [Start Now](#)

Navigation Menu:

- Profile
- My orders
- Course Bundles**
- My Courses
- Wishlist
- Messages
- Account

Step 2: Click Apply on Academic Transcript and Certificate section

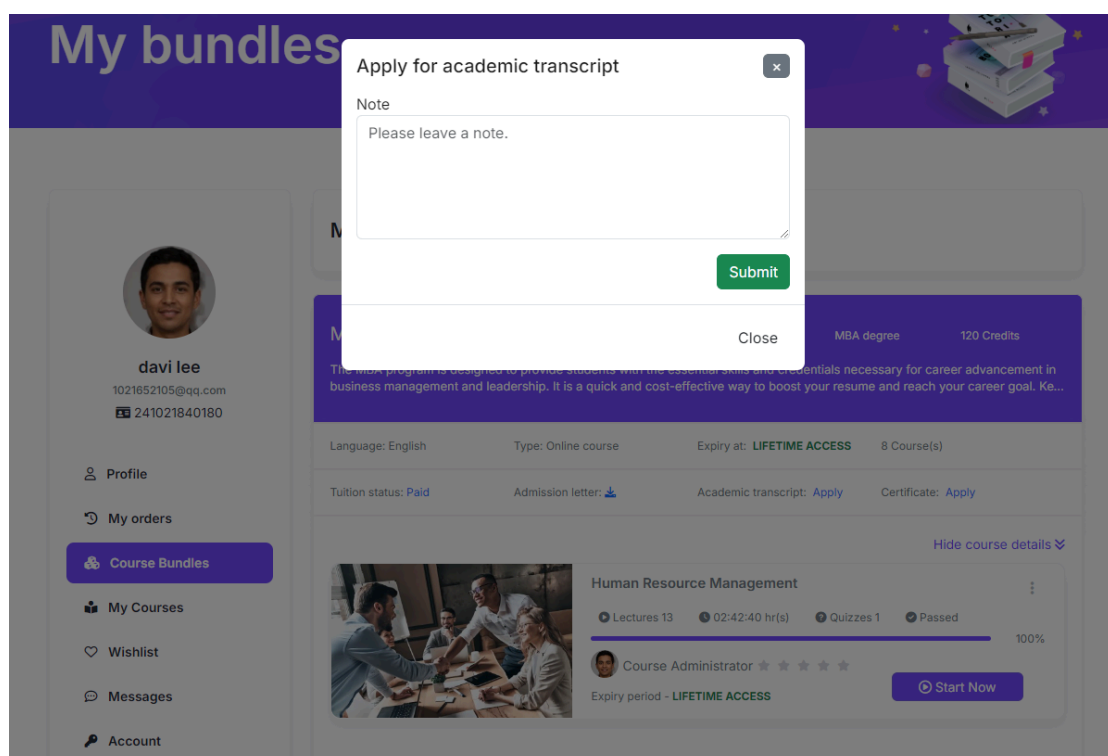
After you click the button "Apply," leave a note to our course consultant to review your course completion progress.

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.



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.

My bundles

My Bundles

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Language: English Type: Online course Expiry at: **LIFETIME ACCESS** 8 Course(s)

Tuition status: **Paid** Admission letter: [📄](#) Academic transcript: Pending Certificate: Pending

[Hide course details](#)

Human Resource Management

Lectures 13 02:42:40 hr(s) Quizzes 1 Passed 100%

[Course Administrator](#) ★ ★ ★ ★ ★

Expiry period - **LIFETIME ACCESS** [Start Now](#)

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 Computer Science

MCS Degree 120 Credits

The Master of Computer Science (MCS) program at Atlanta College of Liberal Arts and Sciences (ACLAS) offers a robust, affordable, and flexible education tailored to meet the demands of today's tech industry. With a unique blend of theoretical and...

Language: English	Type: Online course	Expiry at: LIFETIME ACCESS	7 Course(s)
Tuition status: Partial payment	Admission letter: ↓	Academic transcript: ↓ Apply again	Certificate: Refused Apply again

[Check course details >>](#)

Example page: Profile > Course Bundles

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 Computer Science MCS Degree 120 Credits

The Master of Computer Science (MCS) program at Atlanta College of Liberal Arts and Sciences (ACLAS) offers a robust, affordable, and flexible education tailored to meet the demands of today's tech industry. With a unique blend 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

[Check course details >>](#)

Once you have done, 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!