



Name of Policy: Application for the Asian Studies Certificate
Source: Academic Affairs
Date Revised: June 2018
Form to Complete: N/A

Policy:

To apply for the Asian Studies Certificate, students must submit a written statement of intent where they declare their desire and give reasons for their pursuit of the certificate (approximately a page in length). Students must also have and maintain a minimum overall 2.0 GPA.

Students email their statement of intent to the Registrar, registrar@kcai.edu, and the Registrar will complete the application and send it and their statement of intent to the Asian Studies Program Head for review.

The Asian Studies Program Head will notify the students regarding the admissions decision.

Students should provide the following information when submitting their statement:

- **Student ID Number**
- **Local Address**
- **Local Phone Number**
- **Studio Major**

If students have been accepted into the certificate program and at a later date decide not to pursue the certificate, students must notify the Registrar: registrar@kcai.edu.