

ADVISING WORKSHEET FOR THE ADVANCED CERTIFICATE IN TAXATION

LAST NAME

FIRST NAME

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The advanced certificate provides in-depth knowledge in taxation. This program is designed to develop the knowledge and skills necessary to handle a variety of federal, international, local, and state tax issues. The general educational background of a bachelor's degree with a major in the appropriate field(s) of study is prerequisite to this certificate. Courses taken for advanced certificate program may be applied to the Master of Science in Accountancy or Master of Science in Business Administration degrees with the recommendation of the program adviser and approval from the Division of Graduate Affairs.

			Units	Grade
REQUIRED (9 UNITS)	ACCTG 650	Accounting Research and Communication	3	
	ACCTG 651	Seminar in Corporate Tax	3	
	ACCTG 654	Seminar in Partnership Taxation	3	

ELECTIVES (3 UNITS)	ACCTG 655	Tax Planning for Individuals	3	
	ACCTG 656	Multijurisdictional Tax	3	
	ACCTG 657	Accounting for Income Taxes	3	

- Students must complete the 12 units of certificate coursework with a minimum grade point average of 3.0 with no grade lower than a C (2.0).
- The Taxation Advanced Certificate must be completed within six years and a student must maintain good academic standing.
- Transfer limits for most advanced certificate programs are limited to a maximum of three units including courses taken through SDSU Global Campus. For advanced certificates requiring more than 12 units, maximum transfer limits are 30% of degree units and must have the recommendation of the program adviser and the Dean of Graduate Affairs.

Current Degree Students adding Advanced Certificate:

Students in an advanced degree program that wish to add the advanced certificate concurrently must be formally admitted no later than halfway through the units required for the advanced certificate.

Student must submit the *Request for Permission to Enter an Advanced Certificate Program* (found on grad.sdsu.edu). The Graduate Business Department and Graduate Affairs will determine whether the student meets the minimum eligibility requirements of the program before admitting the student into the certificate program.

Certificate Students Only:

A student wishing to be admitted to an advanced certificate (currently not seeking other Master Degree) must meet the criteria specified under General Admission Requirements.

- **Submit Application:** complete an application and the \$70 nonrefundable, nontransferable application fee. Online applications are available at <http://www.calstate.edu/apply>
- **Submit Documentation:** recently issued (printed within the last year) official transcripts from all institutions attended and English proficiency if applicable.
- **Submit Program Documents:** upload a resume and written responses to the application prompts using Interfolio.

Completion of Advanced Certification: The student must notify the Graduate Business Office (gradbusiness@sdsu.edu) upon completion of all requirements for the certificate.