



# Certificate Program Completion Form

## Student Checklist

- Register for your remaining course requirement(s).
- Complete and sign this form to indicate that you will be completing your certificate program coursework soon.
  - o Email to: SAIC-ACE@saic.edu with a subject line including your name and "Certificate Program Completion Form"
- Fulfill the certificate program portfolio review requirement by participating in Portfolio Review Day.
  - o All students will receive an email at the beginning of fall and spring semesters with instructions regarding how to register for a portfolio review and guidelines about what to bring to your appointment.
  - o The portfolio review must take place within two semesters of successfully completing required certificate program coursework.
- Submit at least three (3) digital images of your work, accompanied by a signed consent form for your alumni record.
  - o Please submit images on or before the day of your portfolio review.
  - o Email to: SAIC-ACE@saic.edu with a subject line including your name and "Certificate Program Student Work".
  - o Images should be 300 dpi JPEG files.
  - o Please name your files: FirstName LastName, Title/FileName, Medium, MMYYYY (eg. John Doe, Light Design, Digital Illustration, 052016.jpg)

## Certificate of Recognition

A Certificate of Recognition will be mailed to you at the address below. Please allow 4-6 weeks from the date that all required materials have been received and coursework is completed for processing. (Note: Required materials include the complete Certificate Program Completion Form, digital images of your work, and portfolio review.) Once received, you will be eligible for the 25% SAIC alumni discount on future Adult Continuing Education courses.

## Student information

Student Name: \_\_\_\_\_ ID#: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
(This is the address your certificate will be mailed to.)

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

Certificate Program Name:

- Certificate in Studio Art & Design
- Drawing Certificate
- Fashion Certificate
- Graphic Design Certificate
- Interior Design Certificate
- Other: \_\_\_\_\_

List completed certificate program courses (include course title and semester taken):


## Student Signature

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



**School of the Art Institute  
of Chicago**

## **MEDIA CONSENT FORM**

I hereby grant permission to the School of the Art Institute of Chicago (“SAIC”) and its agents to record photographs or other images or likenesses of me on videotape, audiotape, film, photograph or any other medium and use, reproduce, modify, distribute, and publicly exhibit such recordings, in whole or in part, without restrictions or limitations for any purpose that SAIC deems appropriate including dissertations, advertising, publicity, and Internet (SAIC website) purposes. I further consent to the use of my name, voice, and biographical material in connection with such recordings.

I understand that as part of the Program, I may create or participate in the creation of art projects. On behalf of myself, I grant permission to SAIC to photograph or reproduce in any medium any such projects, in whole or in part, without restrictions or limitations, for any purpose that SAIC deems appropriate including dissertations, advertising, publicity, and Internet (SAIC website) purposes.

I waive, on behalf of myself, any right to inspect or approve the images described above and I understand that the images used may be distorted, blurred, or altered. I also understand that publication of the images is within the sole discretion of SAIC and that they may not be used at all.

On behalf of myself, I waive, release, and hold harmless SAIC from any claims related to the images described above or the exercise of the rights and permissions granted herein, including claims for compensation, claims of defamation or any claims regarding rights of privacy or publicity.

---

Course Title

---

Instructor Name

---

Semester

---

Signature of student

---

*Print name*

---

Date