Application for Graduation
1. Make sure to submit your application before the deadline. Submitting applications after the deadline will result in paying a late fee of $200.

2. It is important that you tell us if you will participate in the May Commencement Ceremony.

3. Provide an address (International or domestic) and a telephone number if we will be sending your Diploma by FEDEX. You may also allow another person to pick up on your behalf.

4. Sign and date.

5. Print your name as you would like it to appear on your diploma.
5. In section D, write the number of credits, specific course codes, and course names you will be taking in your last semester.

6. Section E must be completed by Dean of School.

7. Section F must be signed and dated by Student Affairs.

8. Section G must be signed and dated by Career Center.

Please pay the application fee ($150) in accounting and bring your receipt together with the completed form to the Registrar's Office before the deadline. Keep in mind that if you would like your Diploma to be mailed by FEDEX there will be a postage fee of $100 for International and $30 for domestic.
Students who are not approved for graduation for the requested semester will be required to submit a new application for Graduation for the future semester to the Registrar’s Office.

Are you an F-1 student planning to do OPT?

If you answered yes, please bring the F-1 Optional Practical Training Request Form together with your application for Graduation form and receipt to the Registrar’s Office.

This is also a good time to request an official transcript for your OPT application.