rev 9/07

ARIZONA STATE UNIVERSITY

Staff Only
Fee Pd. _____
Grad Checklist Given Y N
Cords C M S NA
Transfer Hours Y N
Staff Initials _____
Date Received _____

APPLICATION FOR GRADUATION

Incomplete or illegible information on this form may delay the processing of this application and/or result in errors in your name on your diploma or in the commencement book.
Please read and answer each section carefully.

☐ **New Applicant** ☐ **Re-File**

NAME	ASU ID	DAYTIME PHONE NUMBER

SELECT YOUR DEGREE LEVEL

☐**Bachelors** ☐**Masters** ☐**Doctorate**

INDICATE THE SEMESTER AND YEAR IN WHICH YOU WILL FINISH YOUR COURSEWORK

☐**May/Spring** _____	☐**August/Summer** _____	☐**December/Fall** _____	☐**January/Winter** _____

BACHELOR STUDENTS ONLY

ARE YOU TRANSFERRING ANY *PREVIOUSLY UNTRANSFERRED* CREDIT TO ASU?	HAVE YOU EVER BEEN A STUDENT ATHLETE AT ASU?
☐**YES** ☐**NO** **If yes, please provide # of hours _____**	☐**YES** ☐**NO**

The *General Catalog* states that all coursework listed on the Degree Audit Report or Program of Study, including currently enrolled courses, grades of Incomplete, and/or correspondence courses must be completed by the degree conferral date. Students who fail to comply with these requirements may be required to reapply to a later graduation date.

1. **MAILING ADDRESS**: I understand that my diploma will be sent to the permanent (home) address on ASU Interactive at time of diploma mailing, approx. 10-12 weeks after commencement. (F1/J1 visa students will receive their diploma at their local address.) An incorrect address will result in a delay in receiving my diploma.

2. **NAME**: I understand that my full name will appear on my diploma and in the commencement book as it is recorded in ASU's OASIS System. Any changes to my name must be made through the Academic Files area of the Registrar's Office. This includes lower/upper case corrections. Special characters may be noted on the Diploma Name form.

3. **COMMENCEMENT BOOK**: I understand that my name and any academic recognition honors or awards for which I am eligible will appear in the ASU commencement book, unless I specify otherwise below or have missed the publishing deadline (listed below). **Do you want your name to appear in the commencement book?** ☐**YES** ☐**NO**

I have read and understand the information provided on this application. I understand that my degree will not be posted until I have finished all degree requirements.

Signature: **Date:**

PAYMENT OF FEES

If you applied for graduation in a prior semester and are re-filing, payment is not required as long as your original application date was after August 2002.

Please enclose a check or money order (payable to Arizona State University) for the appropriate amount. Mailing addresses are listed at the bottom of this form.		
Bachelor's $40	Master's/Doctoral $45	Late Fee $35* (when applicable)

(add $20 for each additional concurrent degree)

DEADLINES: To ensure that your name appears in the ASU commencement book and to avoid paying a late fee, this form must be received by the following dates†:	**Semester Ending**	**Date**
	December & January	October 15
	May	March 31
	August	July 1

†If application deadline falls on a weekend or holiday the deadline will be extended to the next business day.
*Add $35.00 if applying after the application deadline stated above.

TEMPE/POLYTECHNIC/DOWNTOWN CAMPUS STUDENTS
Mail the completed form and any applicable fees to:

Arizona State University
Cashiering Services
Box 870303
Tempe, AZ 85287-0303

WEST CAMPUS STUDENTS
Mail the completed form and any applicable fees to:

Arizona State University at the West campus
Cashiering Services
MC 0150
PO Box 37100
Phoenix, AZ 85069-7100