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|  |  |  | **Staff Only**Fee Pd.\_\_\_\_\_ Transfer Hours Y NStaff 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:** **E-mail Address:**  |
| **Select your degree level** |
| **[ ] Bachelors** **[ ] Masters** **[ ] Doctorate [ ] Graduate Certificate** |
| **Indicate the semester and year in which you will finish your coursework** |
| **[ ] Spring (May)\_\_\_\_\_\_\_\_\_\_** | **[ ] Summer (August)\_\_\_\_\_\_\_\_\_\_** | **[ ] Fall (December)\_\_\_\_\_\_\_\_\_** |
| **BACHELOR STUDENTS ONLY** |
| Are you transferring any ***previously untransferred*** credit to ASU? |
| [ ] **YES** [ ] **NO If yes, please provide # of hours:**  |
| The *General Catalog* states that all coursework listed on the Degree Audit Report or Plan 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 **home** address on My ASU at time of diploma mailing, approx. 6-8 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 recorded in ASU’s student information system and **any changes to my name on my academic record, including lower/upper case corrections must be initiated by me prior to my degree posting** by submitting a [Name Change](https://students.asu.edu/sites/default/files/namechange070213.pdf) form toAcademic Files in the University Registrar’s Office. The addition of special characters may be requested by submitting a [Diploma Name](https://students.asu.edu/sites/default/files/graduation-diplomanameform111210.pdf) form.
	1. **COMMENCEMENT BOOK1**: 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** 1 Not applicable to students applying for a graduate certificate 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 less than five years ago.

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| **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/Master’s/Doctoral - $50** * *Add $25 for each additional concurrent degree*
* *Fee not required for Graduate Certificates*
 | **Late Fee - $35** - *Add $35.00 if applying after the application deadline stated below.* |

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| **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 dates2: | **Semester** | **Date** |
| Fall | October 1 |
| Spring | February 15 |
| Summer | June 15 |
| 2If application deadline falls on a weekend or holiday the deadline will be extended to the next business day. |

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| **BY MAIL**Mail the completed form and any applicable fees to:Arizona State UniversityCashiering ServicesBox 870303Tempe, AZ 85287-0303 | **IN PERSON**This form and any applicable fees, may be dropped off at the University Registrar Office or any campus Enrollment Services Office. |