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|  |  | |  | **Staff Only**  Fee Pd.\_\_\_\_\_  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:**  **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.   |  |  | | --- | --- | | **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.* |  |  |  |  | | --- | --- | --- | | **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. | | | | | | | |
| **BY MAIL**  Mail the completed form and any applicable fees to:  Arizona State University  Cashiering Services  Box 870303  Tempe, 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. | | |