

GRADUATION APPLICATION INSTRUCTIONS

Undergraduate Only

PLEASE READ THIS ENTIRE SHEET AND KEEP FOR YOUR RECORDS

1. If you are receiving two degrees, please complete two separate Graduation Applications.
2. Graduate degree students (master and PhD) should NOT use this form, but should obtain your form from the Graduate School, which can be obtained at http://www.gradschool.siu.edu/graduation_app.pdf
3. The deadline to return the Graduation Application to the Graduation Office is the fourth Friday for the Spring and Fall semesters.
4. The deadline for August candidates is the second Friday of the Summer session. There is NO graduation ceremony for August. If you wish to early walk the May ceremony, you need to turn in the application before March 28, 2012.
5. Please mail or fax or email your application to the Graduation Office (see addresses above).
6. A **\$50** Graduation Application fee will appear on a future Bursar statement unless you indicate that you have one of the financial aid awards listed on the application. If you turn in the application after the fourth Friday, and before the eighth Friday, the fee is **\$75** (for summer sessions, after the second Friday and before the fourth Friday). Please **DO NOT** send check/cash with this application. Late applications will not be accepted after the eighth Friday of the Spring and Fall semester or after the fourth Friday of the Summer session.
7. The \$50 or \$75 Graduation Application fee does not cover the cost of the cap and gown rental or invitations. Degree candidates planning to attend commencement should contact the Student Center Bookstore (618-536-3321) about ordering their cap, gown, and invitations.
8. If you do not meet graduation requirements, your application will automatically be rolled to the next graduation term. Should you fail to meet the degree requirements by the deadline for that graduation term, your name will be removed from the pending graduation list. **It will then be your responsibility to submit a NEW Graduation Application form by the deadline for the semester in which you now plan to graduate.** The new application will result in the assessment of another \$50 Graduation Application fee.
9. Any/all financial obligation(s) with the university must be cleared by the Bursar's Office before the release of your diploma and official transcript. **DIPLOMAS ARE MAILED 4 TO 10 WEEKS AFTER THE END OF THE TERM.** The diploma will be mailed to the address on your graduation application. The only way to update the **diploma address** is to contact the Graduation Office (see addresses above).
10. Detailed information about commencement ceremonies is available online <http://commencement.siu.edu>.

Graduation Application Form Undergraduates Only

A \$50 graduation fee (starting Spring 2012) is assessed for each completed Graduation Application and may be covered by one of the Financial Aid Awards listed below or will appear on a future Bursar Statement. Please indicate the type of payment in the appropriate box. A \$75 fee is charged if the application is received after 4:30PM February 17, 2012 and before 4:30PM on the eighth Friday (during 3-4 weeks for Summer).

- | | | |
|---|--|---|
| <input type="checkbox"/> General Assembly Scholarship | <input type="checkbox"/> Teacher Education Scholarship | |
| <input type="checkbox"/> National Guard | <input type="checkbox"/> MIA/POW | <input type="checkbox"/> Bill My Bursar Account |
| <input type="checkbox"/> Illinois Air Force ROTC | <input type="checkbox"/> Illinois Army ROTC | |

Your name as it appears on your record

First	Middle	Last
Dawg Tag #: _____	Email Address: _____	Daytime Phone #: _____

College: Agricultural Sciences Applied Sciences & Arts Business Education & Human Services
 Engineering Liberal Arts Mass Comm. & Media Arts Science

Degree Sought: AAS BA BFA BM BS

Major 1: _____ Concentration: _____

Major 2: _____ Concentration: _____

Minor 1: _____ Minor 2: _____

Month/Year you are applying to complete the degree: May Yr. _____ August Yr. _____ December Yr. _____

Do you plan to attend commencement ceremony on Carbondale Campus: Yes No

Which Ceremony do you plan to attend (NO ceremony for August) May Yr. _____ December Yr. _____

Address to use for the mailing of your diploma:

Street	City	State	Zipcode
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What is MOST LIKELY to be your PRINCIPAL activity upon graduation? (Anticipate a follow-up survey from SIU Career Services in three to four months.)

- | | | |
|--|---|---|
| <input type="checkbox"/> Employment, full-time paid | <input type="checkbox"/> Graduate or professional school, full-time | <input type="checkbox"/> Military Service |
| <input type="checkbox"/> Employment, part-time paid | <input type="checkbox"/> Graduate or professional school, part-time | <input type="checkbox"/> Volunteer activity |
| <input type="checkbox"/> Additional undergraduate coursework | <input type="checkbox"/> Starting or raising a family | <input type="checkbox"/> Other (please specify) |

Signature: _____

Date: _____