

## UNDERGRADUATE GRADUATION APPLICATION INSTRUCTIONS

**WARNING: Contact your academic advisor before applying for graduation to verify when you will meet all degree requirements for your current degree program(s).**

PLEASE READ THIS ENTIRE SHEET AND KEEP FOR YOUR RECORDS

1. If you are currently enrolled, you should apply on Salukinet. If not, **undergraduate students** should complete this paper graduation application and mail or deliver it to the address at the bottom of the form with attention made to the Graduation Office. A check or money order (payable to SIUC) must be included to cover the cost of the **\$50, non-refundable**, graduation application fee.
2. The application deadline is the 4th Friday of the term for a Fall or Spring graduation and the 2nd Friday of the term for a Summer graduation. A late application may be accepted and, if it is, will be assessed a late application fee. Applications that are too late will not be accepted. (Please see <http://registrar.siu.edu/calendars/graduation.php> for specific application deadline dates.)
3. If you are receiving multiple degrees, please complete a separate application for each degree. Only one application fee is required for multiple degrees in the same term.
4. There is **no** August commencement ceremony, but your degree can be conferred for the Summer term. August candidates should indicate which ceremony they wish to attend (if any) on the application form. (Please see <http://policies.siu.edu/policies/commencementparticipation.php> for ceremony eligibility rules and requirements.)
5. A confirmation notification and other correspondence regarding graduation will be sent to the email address provided on your graduation application form.
6. You have **five weeks** from the end of your graduation application term to ensure that all required SIU courses are satisfied and posted on your academic record (and that any transfer work from previous institutions for which you are receiving credit has complete official transcripts from those institutions on file with [Articulation & Evaluation](#)). If you do not meet degree requirements by that five week deadline, a new application and a new application fee will be required.

## Undergraduate Graduation Application Form

Complete applications must include a physical signature and the \$50 check or money order (payable to SIUC) to cover the graduation application fee. Applications cannot be processed without this **non-refundable** fee.

The application deadline is the 4th Friday of the term for a Fall or Spring graduation and the 2nd Friday of the term for a Summer graduation. A late application may be accepted and, if it is, will be assessed a late application fee. Applications that are too late will not be accepted. (Please see <http://registrar.siu.edu/calendars/graduation.html> for specific application deadline dates.)

Your name as it appears on your record:

|  |                             |                       |
|--|-----------------------------|-----------------------|
| _____  | _____                       | _____                 |
| <b>First</b>                                       | <b>Middle</b>               | <b>Last</b>           |
| _____  |                             | _____                 |
| <b>Pronunciation/Phonetic Spelling (if needed)</b> |                             | <b>E-mail Address</b> |
| _____  |                             | _____                 |
| <b>Dawg Tag</b>                                    | <b>Daytime Phone Number</b> |                       |

- College:  Agricultural Sciences  Liberal Arts  Applied Sciences and Arts  
 Education and Human Services  Engineering  Business  
 Mass Communication and Media Arts  Science

**Degree Sought:**  Associates  Bachelor of Arts  Bachelor of Fine Arts  Bachelor of Music  Bachelor of Science

|                       |                             |
|-----------------------|-----------------------------|
| <b>Major 1:</b> _____ | <b>Concentration:</b> _____ |
| <b>Major 2:</b> _____ | <b>Concentration:</b> _____ |
| <b>Minor 1:</b> _____ | <b>Minor 2:</b> _____       |

**Month/Year you are applying to complete the degree requirements:**  May  August  December Year: \_\_\_\_\_

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

**AUGUST CANDIDATES ONLY:**

Which ceremony do you plan to attend:  May  December Year: \_\_\_\_\_

**Address to use for the mailing of your diploma:**

|                       |              |                 |
|-----------------------|--------------|-----------------|
| _____                 |              |                 |
| <b>Street Address</b> |              |                 |
| _____                 | _____        | _____           |
| <b>City</b>           | <b>State</b> | <b>Zip Code</b> |

By signing and submitting this application, I acknowledge that it is my responsibility to ensure that all degree requirements are complete and on file with the appropriate University office(s) within five weeks from the end of the graduation application term.

**Physical Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_