



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 <small>(Do not note special name instructions here: see item #2 below)</small>	ASU ID	DAYTIME PHONE NUMBER

SELECT YOUR DEGREE

Bachelors Masters Doctorate

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

Spring _____ Summer _____ Fall _____ Winter _____

BACHELOR STUDENTS ONLY

ARE YOU TRANSFERRING ANY NEW COLLEGE CREDIT TO ASU?

ARE YOU AN ACTIVE OR INACTIVE STUDENT ATHLETE?

YES
of hours _____

NO

YES

NO

MASTER/DOCTORAL STUDENTS ONLY

SELECT THE METHOD WITH WHICH YOU FILED YOUR PROGRAM OF STUDY

iPOS

Paper

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.

- MAILING ADDRESS:** I understand that my diploma will be sent to the permanent 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.
- NAME:** I understand that my name will appear on my diploma and in the commencement book as it is recorded in ASU's Student Information System. **Please note any special instructions regarding the appearance of your name on your diploma and/or in the commencement book here (lower/upper case changes, special characters, etc.):**

- 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.

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 December 2001.

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 <small>(add \$20 for each additional concurrent degree)</small>	Master's/Doctoral \$45	Late Fee \$35* <small>(when applicable)</small>

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	Date
	Fall	October 15
	Spring	March 31
	Summer	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.

<p>TEMPE/POLYTECHNIC/DOWNTOWN CAMPUS STUDENTS Mail the completed form and any applicable fees to:</p> <p style="text-align: center;">Arizona State University Cashiering Services Box 870303 Tempe, AZ 85287-0303</p>	<p>WEST CAMPUS STUDENTS Mail the completed form and any applicable fees to:</p> <p style="text-align: center;">Arizona State University at the West campus Cashiering Services MC 0150 PO Box 37100 Phoenix, AZ 85069-7100</p>
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