



Office of the Registrar

APPLICATION FOR DEGREE EVALUATIONS AND GRADUATION

- ❖ The completed application must be submitted to the Office of the Registrar at least 2 semesters prior to the term you expect to graduate.
❖ The Office of the Registrar will contact the advisor and prepare the official graduation audit for the student via email.
❖ Each student must update name and/or address if a change occurs on this form has been submitted.
❖ If you are receiving more than one degree, a separate application is required.
❖ A representative from our graduation products vendor will be available to assist you with your Cap & Gown, Personalized Announcements, and any other commencement items that you may need.
❖ View website for more information regarding commencement. It is important to check your ASU email account for commencement information.

When do you expect to graduate? Fee deadline is in parenthesis.

() Spring 20____ (April 1st) () Summer 20____ (July 30th) () Fall 20____ (October 1st)

Ram ID: 900-_____

Legal Name as it appears on your ASU Campus records:

Last Name First Name Middle

Mailing Address

Street Number Street Name Apartment #

City State Zip Code Phone Number

Address where diploma is to be mailed if different from mailing address above.

Street Number Street Name Apartment #

City State Zip Code

Revised: 4/2019 Office of the Registrar

2400 Gillionville Road
Ram Central, C Building
Albany, GA 31707
Office (229) 500 - 4358
Fax (229) 500 - 4946

Circle the one that applies to your degree:

Graduate (Specialist or Master's) Bachelors of Arts Bachelors of Science
Associate of Applied Science Associate of Arts Associate of Science

Certificate

Major: _____ Concentration (if applicable) _____

Minor: _____

If you are receiving more than one degree, a separate application is required for each degree.

Are you walking in the graduation ceremony? YES NO

If yes, we need the following information: Height _____ Weight _____

I understand that I am responsible for the \$75.00 graduation fee and that it also due by the graduation application deadline. This fee does not cover any honor cords, stoles or hood. I further understand that the fee is due and payable even if I am not participating in the graduation exercise and that no diploma will be released without the payment of this fee. If the student does not graduate, the fee will carry over for one academic semester.

Applicant Signature

Date

Office Use Only: Date fee paid: _____ Receipt # _____ Initials _____

Degree mailed: _____ Initials: _____