#### **Application for Graduation Instructions:**

Student should fill out the Graduation Application Form and follow the steps below:

- 1. Log on to your Student Services Center
- 2. Click the green make a payment/view e-bill box
- 3. Select Registration Fees on the right side of the screen
- 4. Select Spring Future Fees
- 5. Enter 60.00 in the Price box if it is your first time applying or 10.00 if you are reapplying and Graduation Application in the Description box
- 6. Click Add to Basket and proceed to complete payment

Once payment is complete, please type your name on the signature line and email your graduation application form to registrar@csustan.edu.

**Enrollment Services** will verify the payment has been posted prior to processing the form. If you do not have access to your student center, you can also mail in the form along with a \$60 or \$10 check or money order to the address below:

Stanislaus State Attn: Cashiers One University Circle Turlock, CA 95328

Processing: Due to limited office operations, you will receive your completed Graduation Approval Form from your evaluator via your student email. You will then be contacted by your major advisor. If you have any questions, please feel free to email us at registrar@csustan.edu.

## Bachelor's Degree Applicants:

A candidate for a bachelor's degree should submit an Application for Graduation to Enrollment Services when two semesters remain to complete requirements for the degree and when 90 units have been completed so that a graduation evaluation of credit can be provided prior to registration for the student's final term.

Once a graduation evaluation is completed, a student who requests a change in the major, minor, or concentration will be required to reapply for graduation by completing an Application for Graduation and pay a \$10 re-application fee at Cashiers.

A student who does not meet all degree requirements for the term requested, will be required to reapply for graduation for the term in which all requirements will be satisfied and pay a \$10 re-application fee.

For additional Graduation information please visit: csustan.edu/enrollment-services/graduation

### Master's/DoctoralDegreeApplicants:

A candidate for a master's / doctoral degree should submit an Application for Graduation to Enrollment Services in the first two weeks of a term in which the work is to be completed.

Students will not receive a graduation approval form. The student's program will submit all the necessary documentation to Enrollment Services. Students wanting to apply for a Credential will need to contact the Credential Office for information.

A student who does not meet all degree requirements for the term requested, will be required to reapply for graduation for the term in which all requirements will be satisfied and pay a \$10 re-application fee.

For additional Graduation information please visit: csustan.edu/grad/graduating-students

#### Commencement

What is the difference between Graduation and Commencement?

- Graduation is the conferral of a degree and the issuance of a diploma. A student graduates when he/she has filed an Application for Graduation and has
  fulfilled all the requirements for their degree. Students who have applied for graduation may participate in the Commencement ceremony, but this
  participation does not imply that they have graduated or that they have completed degree requirements.
- Commencement is the formal ceremony that is held each May to recognize and honor the achievements of degree candidates, graduates, and teaching
  credential recipients
- Each Spring the commencement brochure includes students who graduated the previous Fall or students who have submitted an Application for Graduation for the Spring and Summer. For specific deadline information please visit: csustan.edu/commencement

# **Application for Graduation**

PART I Student Information			
University ID #	_	Date	
Print NameFirst			
First	Middle	Last	
Phone# ()	Email address		
PRINT your name exactly as you wish it to	appear on your diploma. Please use caps and	spaces where applicable	
First	Middle	Last	
Mailing addressStre	et City	State Zi	
Diploma address	,		
Stre	et City	State Zi <sub>l</sub>	0
PART 2 Degree Information			
Term and year of expected graduation Fa	20 Spring 20 Su	mmer 20	
The information below will update v	our current record and supersedes pri	or declared program information	
Degree: circle one BA BS BM BFA MA MS Other(Graduate students only)			
Major			
•			
Concentration			
Emphasis / Track			
Minor	(if you're not completing	a minor please state NONE)	
	ndicate additional major here	•	
ii you are seekiiig a double major, piease i	idicate additional major nere		
If you are seeking a dual degree please inc See University Catalog, Requirements for an Additional Seeking and Additional Seeking and Additional Seeking and Additional Seeking and Seekin	icate additional degree here onal Baccalaureate Degree		
	-		
I certify the information submitted in this appli	cation is complete and correct.		
Student's signature Date		Date	
CASHIER'S Use Only	RECORDS Use Only	EVALUATIONS Use Only	
Date fee paid	Date processed	EVALUATIONS Use Only	
Receipt #	Term activated	Approval form sent	
		Cleared date	