



UNIVERSITY REGISTRAR SERVICES  
**GRADUATION**  
 PO Box 870312  
 Tempe, AZ 85287-0312  
 Phone: (480) 965-3256  
 graduation@asu.edu  
<https://students.asu.edu/graduation>

## Application for Graduation

This application can also be completed electronically at: <https://webapp4.asu.edu/myasu/>

Please read and answer each section carefully. Incomplete or illegible information on this form may delay the processing of your application

Name: \_\_\_\_\_ ASU ID: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Have you previously applied to graduate for this degree?  Yes  No

What was your last semester at ASU? \_\_\_\_\_ Are you in Barrett, The Honors College?  Yes  No

Select your academic career:  Undergraduate  Graduate - select degree type:  Masters  Doctorate  Certificate

Select your graduation semester:  Spring (May)  Summer (August)  Fall (December) Year: \_\_\_\_\_

Students who are only enrolled in **Session A** classes for their final semester can elect to have their degrees awarded early.

Do you want your degree awarded at the conclusion of **Session A** for the semester noted above?  Yes  No

If you selected YES, please read the Session A Conferral Information on page 2 of this form.

Do you have any transfer credits that have not already been sent to ASU?  Yes  No

If yes, hour many credits? \_\_\_\_\_ Are these credits need to complete your degree?  Yes  No

Do you want your name to appear in the ASU commencement book?<sup>1,2</sup>  Yes  No

*Your name and any academic recognition you receive will appear in the commencement book, unless you specify otherwise.*

<sup>1</sup> Not applicable to students applying for a graduate certificate.

<sup>2</sup> Applicants who apply after the application deadline may be excluded from the book.

The General Catalog states that all coursework listed on the Degree Audit Report or Plan of Study, including currently enrolled courses, grades of Incomplete, and/or correspondence courses must be completed prior to the degree conferral date.

- 1. Degree Posting:** Your degree will be posted about 6 weeks after the conferral date, but may take longer if there are any issues with your academic record, such as missing grades, unmet requirements, pending transfer credit, etc. Your degree will not be posted until you have finished all degree requirements. If your degree is not awarded, you will be required to submit a new application.
- 2. Diploma Mailing Address:** Your diploma will be mailed to the Diploma Mailing Address indicated on My ASU. Any changes to this address are your responsibility. Diplomas are printed and mailed by a vendor and typically arrive 6-8 weeks after graduation.
- 3. Diploma Name:** Your diploma will be printed using the Diploma Name indicated on My ASU. All changes to your Diploma Name are your responsibility and must be initiated prior to the conferral date.

Your signature acknowledges you have read and understand the information provided on this application.

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Application Fees:** Please enclose a check or money order (payable to Arizona State University) for the appropriate amount.

Bachelor's/Master's/Doctoral - \$100

- Add \$25 for each additional concurrent degree
- Fee not required for Graduate Certificates

Late Fee - \$35

- Add \$35.00 if you applying after the application deadline for your graduation semester.
- Applications received after the deadline may delay the posting of your degree.

Semester	Application Deadline
Fall	October 1
Spring	February 15
Summer	June 15

*Students who are reapplying and paid previously are not required to pay again if their previous application was less than five years ago.*

BY MAIL: Mail the completed form and applicable fees to:

ARIZONA STATE UNIVERSITY  
 CASHIERING SERVICES  
 BOX 870303  
 TEMPE, AZ 85287-0303

IN PERSON: Completed form and any applicable fees can be brought in person to any campus Registrar Services Office.

Staff Only

Fee Paid:  Yes  No

Transfer Hours:  Yes  No

Staff Initials \_\_\_\_\_

Date Received \_\_\_\_\_

## Session A Conferral Information

Students who have completed all degree requirements after the completion of session A courses can choose to have their degree conferred early. Review this information if you are electing to have your degree posted at the completion of session A for the semester you are graduating.

### Eligibility

- Students must apply for graduation and pay the appropriate fees, including late fee, if applicable
- Student must have completed all degree requirements prior to the Session A conferral date
- Student cannot be enrolled in Session B or Session C courses for that same semester:
  - Session A: First half (7.5 weeks) of the semester
  - Session B: Second half (7.5 weeks) of the semester
  - Session C: Full (15-week) semester
  - Academic Calendar: <https://registrar.asu.edu/academic-calendar>

### Graduate Student Requirements

- Graduate students completing a thesis, dissertation, or other document required to go through format review must receive final format approval from the Graduate College and ProQuest completion by the Session A conferral date.
- Students who require format review should email [gradformat@asu.edu](mailto:gradformat@asu.edu) to notify the Graduate College of a session A degree conferral request.

### Enrollment Considerations

- Students will not be able to begin a new ASU degree program until the subsequent semester, i.e. a student can't graduate after session A and start a new degree program in session B.
- Students will not be eligible to re-enroll after the conferral date in the term a degree has posted.
- Once a degree is conferred, changes to the academic record are not permitted.

### Financial Aid Considerations

- A degree being posted after session A for a Fall, Spring, or Summer may impact a student's financial aid or loan pay-back date.
- Students should contact Financial Aid and Scholarship Services at 855-278-5080 to identify any and all consequences related your degree being conferred after session A.

### Completion Letter

- For students who do not wish to request early conferral, a [completion letter](#) can serve to verify that a student's degree requirements have been completed. This letter will be generated, upon the student's request, for professional organizations, employers, schools, or other third parties.

### Missing or Unsatisfied Requirements

- If your degree cannot be conferred for session A then it will be reviewed again at the end of the semester (after session B & C)