



UNIVERSITY REGISTRAR SERVICES
 Graduation
 P.O. Box 870312
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 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: _____

Daytime Phone Number: _____

ASU ID: _____

E-mail Address: _____

Have you applied (for this degree) previously? No Yes

What was your last semester at ASU? _____

SELECT YOUR DEGREE LEVEL

Bachelors Masters Doctorate Graduate Certificate

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

Spring (May) _____

Summer (August) _____

Fall (December) _____

TRANSFER CREDITS:

Are you transferring any new credit to ASU that has not already been transferred? NO YES – if yes, how many hours? _____

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 prior to the degree conferral date.

- Degree Posting:** I understand my degree will be posted approximately 6 weeks after the conferral date, but may take longer if there are any issues with my academic record, such as missing grades, unmet requirements, pending transfer credit, etc.
- Diploma Mailing Address:** I understand that my diploma will be mailed approximately 6-8 weeks after commencement to the **Diploma Mailing Address** as noted on MyASU. I also understand any changes to this address are my responsibility.
- Diploma Name:** I understand that my **Diploma Name** as indicated on MyASU will be used on my diploma and in the commencement book. All changes to my **Diploma Name** are my responsibility and must be initiated prior to the conferral date by submitting the appropriate form: [Name Change](#) or [Diploma Name](#) (for special characters, accents, spacing, hyphens, lower/upper case, etc.).
- Commencement Book:** I understand that my name and any academic recognition for which I am eligible will appear in the ASU commencement book, unless I specify otherwise below.

Do you want your name to appear in the commencement book?^{1,2} YES NO

¹ Not applicable to students applying for a graduate certificate.

² Applicants who apply after the application deadline may be excluded from the book.

I have read and understand the information provided on this application. I understand that my degree **will not** be posted until I have finished all degree requirements and that if my degree is not posted I will be required to submit a new application for a subsequent semester.

Signature: _____

Date: _____

PAYMENT OF FEES

Students that are reapplying and paid fees previously are not required to pay again provided their previous application was less than five years ago.

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/Master's/Doctoral - \$75
 • Add \$25 for each additional concurrent degree
 • Fee not required for Graduate Certificates

Late Fee - \$35 - Add \$35.00 if applying after the application deadline (see below).

DEADLINES: To ensure timely processing of your application and to avoid late fees, this form must be received by the following dates:	Semester		Date
		Fall	October 1
		Spring	February 15
		Summer	June 15

BY MAIL: Mail the completed form and any 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/Enrollment Services Office.

Staff Only

Fee Paid: Y N Transfer Hours: Y N

Staff Initials _____ Date Received _____