

GRADUATION APPLICATION GENERAL INFORMATION

Please read the information below before completing the Graduation Application

Instructions:

1. Download and fill out the form
2. Student signs the form
3. Submit the form on or before the due date (see due dates)

How to pay Graduation fee

- I. Paper Submission
 1. Drop off form plus check or money order for \$76.50, payable to CSUS (no cash) at Dropbox located in front of Bursar's Office in Lassen Hall 1001; OR,
 2. Mail the form along with a check or money order for \$76.50, payable to CSUS (no cash) to the following address: **Sacramento State**
Bursar's Office
6000 J Street - MS 6052
Sacramento CA, 95819
 3. The Bursar's Office cashing system will auto-email a receipt of payment. It is very important that the student keeps this email as record of payment.
Note: After Bursar's Office has processed the payment, they will forward the forms to OGS for our processing.

Due Dates: For Commencement tickets and your name to be in the Commencement Program, return this form by the date below:

Fall Graduation: **October 1**

Spring / Summer Graduation: **February 1**

Approved Advancement to Candidacy - If you do not have an approved Advancement to Candidacy form on file with the Office of Graduate Studies, your Application for Graduation will be returned to you.

Change in Graduation Date: If you do not graduate the semester you specified on the application, then you must submit a **Graduation Date Change** form to the Office of Graduate Studies. An additional fee may be required.

Change in Course Work – A Petition for Exception is required if you have made changes in any course work listed on your Advancement to Candidacy. Also, be sure you have listed and enrolled in the correct culminating requirement and units (i.e., SUBJ 500 or Ed.D. 617). **You must be currently enrolled in the term you graduate.**

Diploma Mailing Address- You will receive your diploma approximately **four (4) months** after graduation. **Note:** If your *address is different than the one listed on this form*, you must file a "Data Change Form" with the Office of Graduate Studies or update your records on your MySacState account.

Commencement Participation - If you wish to participate in commencement, please inquire the **ASI Business Office** at <https://asistudentshop.com/> at least **one (1) month** before commencement for cap and gown information.

Keep a copy of your Application for Graduation for your record.



Application for Graduation

Masters or Doctoral Degree

There is a \$76.50 graduation and diploma fee if submitting hard copy, fee and application go directly to Bursar's Office (see directions)

DEADLINE: October 1 (for Fall Graduation) / February 1 (for Spring/Summer Graduation)

Read each section carefully to avoid mistakes and delays

Student ID Number: _____

1. Check appropriate degree classification:

MA MS MM MBA MPT MSW MPPA

Ed.D. Ed.S. DPT Au.D.

2. Enter authorized program name: _____

3. Concentration (if applicable) - List only approved Concentrations as listed in the catalog

(Do not list Areas of Study): _____

4. Name: Ms. Mr. Dr. Other: _____

Name on Diploma (legal name used while attending the university):

FIRST Name

Middle

LAST Name

Diploma Mailing Address: Your diploma will be sent to the address below. If you move before graduation, please complete a "Data Change Form" and return it to the Office of Graduate Studies (grad_degreeservices@csus.edu).

5. Address: _____

Best Contact Phone: _____ Email: _____

6. Student Signature: _____ Date: _____

7. Graduation Date: Spring Summer Fall Year: _____

8. Culminating Requirement: Thesis Project Comprehensive Exam Dissertation

9. Full Title of Dissertation/Thesis/Project: _____

For Use in Graduation Checkout

Date Advanced to Candidacy: _____	Course Currency Exp: _____
Date Qualified Exam: _____	Degree Conferral Date: _____
Date Dissertation Defense: _____	Checked By: _____
Date Dissertation Filed: _____	Posted By: _____
Date Thesis Filed: _____	Date: _____
Date Project Filed: _____	Initials: _____
Date MA Comp. Exam: _____	