

## Graduation Application Instructions Graduate Students

PLEASE READ THIS ENTIRE SHEET AND KEEP FOR YOUR RECORDS

1. If you are receiving two degrees, please complete two separate applications.
2. Undergraduate students should complete the graduation application form at <http://registrar.siu.edu/pdf/GraduationApplication.pdf>. Graduate degree students (Masters and PhD) should complete the Graduate Student Application at [http://gradschool.siu.edu/common/documents/graduation\\_app.pdf](http://gradschool.siu.edu/common/documents/graduation_app.pdf). Juris Doctor and Master of Laws students should use the School of Law application at <http://www.law.siu.edu/Current%20Students/PDF/GradAp.pdf>.
3. The deadline to turn in a completed graduation application is the fourth Friday of the Fall and Spring Semesters and the second Friday of the Summer Semester.
4. There is **no** August commencement, but your degree can be completed during the Summer Semester.
5. Students (with an exception to PhD students) completing their degree requirements in August who are within six hours of meeting all academic requirements may petition to participate in the May graduation ceremony. Students can contact the Graduate School (contact information at above right) for more information and they will begin that process for the student. Degree candidates who complete their requirements in the summer may participate in the May (with approval) or December ceremony. Degree candidates who complete their requirements in December may participate in the December ceremony and degree candidates who complete their requirements in May can participate in the May ceremony.
6. If you have a signed Request to Restrict the Release of Information on file, your name **WILL NOT** appear in the commencement program nor on the online version unless written approval is received by the Office of University Events and Protocol, Mail Code 4304 or [events@chanc.siu.edu](mailto:events@chanc.siu.edu), by the tenth week of the Fall and Spring Semester.
7. Please mail, email or fax your application to the address in the upper right hand corner of this sheet.
8. A \$50 graduation application fee will appear on a future bursar statement unless you indicate that you have one of the financial aid awards listed on the application. Please do not send check/cash with this application. If you turn in your application after the deadline, the fee increases to \$75. Late applications **will not** be accepted after the tenth Friday of the Fall and Spring Semester or the fourth Friday of the Summer Semester.
9. The graduation application fee does not cover the cost of cap and gown rental or invitations. Degree candidates planning to attend commencement should contact the University Bookstore in the Student Center (618-536-3321) about ordering their cap, gown, and invitations.
10. Candidates who do not meet graduation requirements will automatically be rolled to the next graduation term (May-to-August, August-to-December, December-to-May) with no additional fee, not to exceed **ONE TERM**. Candidates who fail to meet the degree requirements by the deadline for that graduation term will be removed from the pending graduation list. It will then be the student's responsibility to submit a new Graduate Application form by the deadline for the term in which they now plan to graduate. The new application will result in the assessment of another Graduation Application fee. Commencement ceremonies are held only in May and December. August graduates should consult the graduation application for commencement information.
11. All financial obligations with the university must be cleared with the Bursar's Office before the release of your diploma and official transcript. Diplomas are mailed 4 to 10 weeks after the end of the term. The diploma will be mailed to the address on your graduation application. In order to change your address your diploma is mailed to, you must contact the Graduation Office at 618-453-2054 or email to the Registrar's Office at [regstrar@siu.edu](mailto:regstrar@siu.edu).
12. Detailed information about commencement ceremonies is available online at <http://commencement.siu.edu/>.

