University of Pittsburgh   APPLICATION FOR GRADUATION

Instructions for Completing the GRADUATION APPLICATION
Please print legibly and include only one letter or number per box

(Graduation Applications <u>must</u> be submitted to the Academic Dean's Office within the deadline dates specified by that office.)

Indicate the Student ID from the People Soft environment.

Indicate the last four digits of the student's social security number for verification purposes.

Indicate the appropriate graduation term identifier (i.e. 2061, 2064, 2067, etc)

Indicate the 2 digit month and year of graduation (i.e. 04 05, 05 05, 06 05, 08 05, 12 05, etc) (May and June graduation are for select areas only)

Indicate the student's current **campus** email address. (Will be used to notify student of problems requiring immediate attention) ***Must be a Pitt email***

Student Name - must be an exact match with what is currently in the People Soft environment. Middle names may be expanded or shortened or deleted altogether. If graduation name is different from what is on file the student **must** process a legal name change in G-3 Thackeray Hall, by providing legal documentation (birth certificate, marriage license, divorce decree or passport [international students only]). Students may include suffixes such as Jr., Sr., II, III, etc. The University does not include titles such as Sister, Father, Dr., Esq., etc. on diplomas or transcripts.

Diploma Mailing Address - unless otherwise specified, the student's home address will be used to mail the diploma and complimentary official transcript. PLEASE NOTE: Transcripts and diplomas will be mailed approximately 45 days after the last day of the graduation term. Students with outstanding financial obligations to the University will not receive their graduation documents until they have made acceptable arrangements with the appropriate office.

Graduation Coordinators should verify student eligibility for graduation and then complete the *Student Program, *Student Plan and if appropriate the *Student Sub Plan areas. The Graduation Coordinator should sign and date the application and include their University email address. The email address will be used to notify the Graduation Coordinator of problems preventing the processing of the application for graduation. PLEASE NOTE: A separate application must be submitted for each academic center.

***STUDENT PROGRAM –** this is your academic center identification (i.e., UA-S, UENGR, PFAS, PENGR, PGSPA, PPBHL etc)

***STUDENT PLAN –** this is the student's major or minor (i.e., ADMJ-BA, LIS-PHD, EE-ME, etc)

***STUDENT SUBPLAN - this** is the student's Area of Concentration (i.e., EDDEA-SP, MAAL-SP,) as with ARCO's, SubPlans are linked to a Student Plan.

University of Pittsburgh

APPLICATION FOR GRADUATION

Student ID

National ID

XXX-XX-

Graduation Term

Graduation Date

Month   **Year**

Pitt campus email address

Student's signature

Name must match what is currently on the University of Pittsburgh file. If it is different from the name on file, you must submit a legal document to the Registrar's Office, G-3 Thackeray Hall to support your name change.

STUDENT NAME - Last name and Suffix, First Name and Middle Name or initial. (Leave a space between each name.) Please indicate all special characters. **PLEASE PRINT CLEARLY**

Name

DIPLOMA MAILING ADDRESS

Address Line 1

Address Line 2

Address Line 3

City   State   Postal Code Or Country

FOR ACADEMIC CENTER USE ONLY

Student Program _____   Student Plan _____   Student Sub Plan _____

Student Program _____   Student Plan _____   Student Sub Plan _____

Student Program _____   Student Plan _____   Student Sub Plan _____

Student Program _____   Student Plan _____   Student Sub Plan _____

Graduation Coordinator Verification   **Date**   **Email Address**