

for a Master's, Specialist, or Doctorate Program



Please complete and file this application along with your Plan of Study early in the semester of anticipated degree completion. **This Application and the Plan of Study must be on file** and the fee paid to be considered as a candidate for the degree.

DATE: _____ UID# : _____

PRINT/TYPE NAME IN FULL AS DESIRED ON DIPLOMA

Last First Middle and/or Maiden
(List maiden name only if it is to printed on diploma.)

Address to which diploma will be mailed **2-3 months after the end of semester in which the degree is completed.** Report any changes in this address directly to the Graduate School Office- (309) 438-2583.

KEEP THIS ADDRESS CURRENT. DIPLOMAS ARE NOT FORWARDED.

Email Phone No.

Number and Street Apt.

City and State Zip Code

Name of Program _____ (Do not list sequence or concentration)

Type of Degree for Which You are Applying Check One (X)

____ Master's ____ Specialist in School Psychology Doctorate: ____ Ed.D.
____ Ph.D.

Month and year you plan to complete all requirements for degree (not commencement date):

May ____ August ____ December ____ Year ____

Fee \$30.00 (This fee is for the processing of the degree - **NOT for commencement ceremony cap and gown.**)

Method of payment: ____ Check or Money Order (made payable to ISU) ____ Military Scholarship

Applicant's Signature: _____

RETURN FORM AND FEE IN PERSON TO: STUDENT ACCOUNTS DROP BOX, 1ST FLOOR MOULTON HALL OR BY MAIL TO: GRADUATE SCHOOL, CAMPUS BOX 4040, NORMAL, IL 61790-4040

NOTE: Applications for students who fail to meet all requirements for a specific session are canceled, and students must reapply for a later session by contacting the Graduate School 309-438-2583 or at Hovey 309. A second application fee is not required.

Do you plan to participate in the Commencement Ceremony? ____ YES ____ NO

(If yes, you must also fill out and return the half sheet on the next page.)

COMMENCEMENT PARTICIPATION FORM

PRINT OR TYPE NAME: _____

In the space above, please provide the pronunciation of your name
(Example: Nicole Lee Tennis (Nicole Leigh Thoennes))

UID#: _____ LOCAL PHONE #: _____

Which semester do you plan to complete all requirements for degree:

___ May ___ August ___ December

PROGRAM: (example: Chemistry) _____

DEGREE EXPECTED: ___ Master's ___ Specialist ___ Doctorate

Submit with your Application for Degree Completion

Detach and Keep lower portion for important Commencement Information

IMPORTANT INFORMATION ABOUT GRADUATION AND COMMENCEMENT

****Please keep for future reference****

WHICH COMMENCEMENT CEREMONY IS FOR ME?

Master's - Those completing their degrees in May and August walk in May Commencement Ceremony. Those completing degrees in December walk in December Commencement Ceremony.

Doctorates - Walk in the ceremony immediately following completion of all degree requirements.

****NOTE: There is no Commencement Ceremony in August.**

All students who are eligible to graduate and want to walk across the stage in their commencement ceremony must check YES on the first page of this form, fill out the top section of this page and submit by the published deadline. The Application for Completion of Degree (pg. 1) must be on file and the graduation fee paid to participate in the commencement ceremony.

Is there a Commencement Website to help answer all my questions?

Yes. The Commencement website located at www.graduationservices.ilstu.edu will provide answers to your questions. Remember to visit regularly as new information will continue to be added.

- **Verify participation.** A participant list will be available on-line. If you believe you have signed up and your name is not listed, please notify us by using the e-mail address listed on the website.
- **Final instructions** will be posted to the Commencement website two weeks prior to the ceremonies.
- **Order your cap and gown and graduation announcements.** Illinois State University has exclusive rights to graduation regalia and announcements. The unique cap, gown and tassel can only be purchased on-line. You can also purchase a variety of graduation announcement packages.
- **Graduation Fair** - all students graduating are invited to attend this exciting celebration. Information regarding the dates and details of this new and improved event will be posted to the Commencement website. Don't forget to visit the website often as information will be forthcoming.
- **Family links** - send family members to the website for schedule information, maps, directions, ordering information, and much more.