NORFOLK STATE UNIVERSITY
OFFICE OF THE REGISTRAR

GRADUATION APPLICATION

UNDERGRADUATE STUDENTS

Instructions: Graduation Application must be completed by the candidate for graduation and submitted to the major department. The department submits the completed application to the Office of the Registrar. Student submissions will not be accepted by the Office of the Registrar. A non-refundable $30 Graduation Application Fee will be assessed each time a graduation application is submitted. A required $130 Graduation Fee will be assessed at the time of application submission. (Please note that these are two separate fees.)

Anticipated Graduation Date (Check one):  □ Fall   □ Spring   □ Summer________(year)

If requirements are not completed by the anticipated date above, students must reapply by submitting a new application.

Legal Name (as it is to appear on degree):
__________________________________________

Student ID: ________________________________

Permanent Mailing Address:  
                      STREET / APT NUMBER
                      CITY STATE ZIP CODE

Phone Number: ______________________________ E-mail Address: ____________________________

Please verify and update the above address as it is needed by the Graduation Audit Team – all correspondence regarding graduation and Commencement, including the degree, will be sent to the above address.

Degree: (Check one)
□ Associate of Science □ Bachelor of Arts □ Bachelor of Science
□ Bachelor of Social Work □ Bachelor of Music

Major: ________________________________ Concentration: ________________________________

Minor: ________________________________

______________________________ Date
Signature of Applicant

This is to certify that the academic record of the above student has been reviewed and approved for graduation pending successful completion of in-progress/pre-registered coursework.

Advisor – Print Name  Advisor - Signature  Date

Department Head – Print Name  Department Head - Signature  Date