

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: _____

Signature of Applicant

Date

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