



NORTHERN CARIBBEAN UNIVERSITY

Application for Graduation

This form is to be submitted on the last Thursday of March during your **junior year/year prior to graduation**

Name _____
Last First Middle

Date _____ Student I.D. # _____ Bulletin _____

Advisor recommending application _____
Name Signature

Proposed Graduation Date _____

Department _____

Major(s)/Emphasis(es) _____

Certification being pursued Ph.D. M.A. M.Sc. B.A. B.Sc
 A.A. A.Sc Diploma Certificate

in _____
Degree Title

Print your name EXACTLY as you want it to appear on your Degree/Diploma/Certificate

First Middle Last

Please make careful note of the following:

1. If you plan to **graduate in absentia**, you must submit a petition to the Academic Board and the letter of approval must be submitted to the Office of University Records at least one (1) month before graduation.
2. The **fees** associated with graduation will be charged to your account approximately six (6) weeks before graduation.
3. Ensure that all **transcripts** from previous institutions as well as proof of your **external passes** are in the Office of University Records at least three (3) months before graduation.
4. All graduates **MUST** participate in all **academic processions**. Those absent or late to commencement will not be allowed to participate and will not be entitled to receive a degree/diploma/certificate unless application for absentia was approved.
5. A **gown deposit fee** will be charged if regalia is not returned by the specified time following commencement.
6. **Transfer student** Yes _____ No
School/Institution
7. The **advisor** must attach a copy of the **student profile** to this document before submitting it to University Records.

Please return this form to the Office of University Records.

Signature _____