

(Read instructions on back)

Student ID Number or Social Security Number: _____

Expected graduation date (Check one): January May Year: _____

Name: (print your name EXACTLY as you wish it to appear on your diploma; first, middle, last, Jr., III, etc.)

First	Middle	Last
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Permanent Address—Street and Number: _____

City or Town: _____ State: _____ Zip Code: _____

Phone Number: _____ E-mail: _____

Will you be participating in the Commencement ceremony? (Check one): Yes No

Degree (check one): Undergraduate Students: B.A. B.S. B.S.E. Certificate

Graduate Students: M.A. M.A.T. M.B.A. M.Ed. M.S. C.A.G.S.

Major 1: _____ Concentration: _____

Major 2: _____ Concentration 2: _____

Minor (s): _____

Double Degree: _____ Certificate (s) (if any): _____

Transfer courses: If you plan to enroll in a course(s) at another institution, you should obtain approval in advance from the Registrar's Office. An official transcript from the transfer institution must be sent to the Registrar's Office at Fitchburg State University immediately upon completion of the course(s).

College/University: _____

Course Number and Title _____

Date course(s) end: _____

Student Signature: _____ **Date:** _____

Registrar's Office Use Only	
Date Received: _____	Processed By: _____
Graduation Status: CO (Complete) VI (FSC courses only) VT (FSC &/or transfer courses) UN (Unresolved issues)	
Comments: _____	

Application Instructions and Diploma Information

1. An *Application for Degree or Certificate* must be submitted to the Office of the Registrar no later than the published date.
2. A **separate application** must be filled out for **each** degree sought.
3. The university confers degrees and awards diplomas twice each year: in January and May only. Complete and submit this application to the Office of the Registrar no later than **September 15 for May graduation or March 1 for January graduation**. Failure to apply by the deadline may delay your graduation. Diplomas are ordered based on the information provided on this form.
4. This application is **valid for one year** only. Candidates not graduating must reapply no later than the published date.
5. Please **type or print clearly** using a ballpoint pen (no pencils). Be especially careful to clearly print your name as you wish it to appear on your diploma.
6. Applicants can access the graduation list on the Office of the Registrar website at: <http://www.fitchburgstate.edu/registrar/regconf.html> to review the status of their application.
7. Listing or changing a degree or major on this form is not considered an official declaration and will not be placed on your permanent record. All degree or major changes must be officially declared using the appropriate form available in the Office of the Registrar.
8. Concentrations are identified on academic records only for majors that offer them. Students completing one of those majors but who have not designated a concentration must fill out and submit the appropriate form to the Office of the Registrar. Concentrations are not printed on diplomas.
9. Listing of a minor on this form is not considered an official declaration and will not be placed on your permanent record. All minors must be officially declared using the appropriate form in the Office of the Registrar.
10. Students planning to earn two bachelor's degrees may do so by fulfilling the degree requirements for the two programs prior to receiving the second degree. They must earn 30 semester hours of credit beyond the minimum credit hours required for the first degree.
11. The university offers several undergraduate and graduate certificates in addition to traditional degrees. Candidates for one of these certificates must complete and submit this application. Please refer to the Fitchburg State University catalog for more information about certificates.
12. Graduates will receive their diplomas in the mail approximately 2 weeks following the commencement exercises.
13. Formal commencement exercises are held in January and May of each year. Students who successfully complete degree requirements between commencement dates will be invited to participate in the next commencement ceremony. Commencement information will be mailed to each student's permanent address.
14. Return the completed application to: **Office of the Registrar, Fitchburg State University, 160 Pearl Street, Fitchburg, MA 01420** or fax to (978) 665-4151.