



# OHIO

UNIVERSITY

Office of the  
University Registrar

Chubb Hall  
Athens OH 45701-2979

## APPLICATION FOR GRADUATION

Please type or print legibly all of the information requested on this form. Incomplete or unsigned requests will be returned. Please mail your application for graduation to Office of the University Registrar, Graduation Department, Chubb Hall, Ohio University, Athens, OH 45701. There is a \$50 graduation application fee for EACH DEGREE. If your degree was denied previously, there is a \$5 re-application fee. Please enclose your check for the appropriate amount made payable to OHIO UNIVERSITY.

### SECTION I

Name (as it should appear on diploma)*	
PID	
Semester for which you are Applying for Conferral of Degree:	<input type="checkbox"/> Fall _____ <input type="checkbox"/> Spring _____ <input type="checkbox"/> Summer _____
Diploma Mailing Address (line 1)**	
Diploma Mailing Address (line 2)	
Diploma Mailing Address (line 3)	
City	
State, Zip Code	
Degree (i.e, Bachelor of Arts)***	
2 <sup>nd</sup> Degree, if applicable	
Major Code (i.e., BA4121)***	
Minor Code (i.e., OR4211)***	
Certificate Code (i.e., CTASIA)***	

\*If this name does not match the information stored in our student information system, we will contact you for clarification.

\*\*Changes to the diploma address must be reported to the Office of the University Registrar, Graduation Department, Chubb Hall, Ohio University, Athens, OH 45701.

\*\*\*See your DARS. For additional information on Major, Minor, and Certificate Codes, visit the [undergraduate catalog](#) or [graduate catalog](#).

Note: If you are not finishing all majors, minors, or certificates at this time do you intend to complete at a later date?

No  Yes If yes, anticipated completion date \_\_\_\_\_

### SECTION II

Are you currently enrolled in classes at Ohio University?

No  Yes If no, do you intend to enroll in a future term? \_\_\_\_\_

Are you currently registered for coursework at another institution that will be used to complete your degree requirements at Ohio University?

No  Yes If yes, please submit an official transcript as soon as your grade(s) is recorded.

- Undergraduate Students – Send transcript to Office of Admissions, Chubb Hall, Athens, OH 45701.

- Graduate Students – Send transcript to the chair of your department.

(OVER)

Are you currently registered for departmental honors project?

No

Yes

If yes, what department? \_\_\_\_\_

### SECTION III

If you are currently on confidentiality, you will need to release the confidentiality hold in order for your name to appear in the commencement program.

### SECTION IV

There is a \$50 graduation application fee for EACH DEGREE. If your degree was denied previously, there is a \$5 re-application fee. Please enclose your check for the appropriate amount made payable to OHIO UNIVERSITY.

### SECTION V

Please review all information for accuracy before signing this form.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### SECTION VI

Please return this completed form (signature required) and payment (check made payable to Ohio University) to:

**Office of the University Registrar  
Graduation Department  
Chubb Hall  
Ohio University  
Athens, OH 45701**