

Instructions: You **must** submit a **separate** application for each degree you plan to receive. **Please** type or print **legibly**. The information on this application will be used to order your diploma. **You** are responsible for ensuring that the information is **correct**. Your degree will be conferred on the last day of the month in all program requirements are completed, all grades are posted, any transfer, training, and/or testing credit is completed and posted on the academic transcript, and your official end date has passed. If your application is received **after** the start date of your final semester of degree requirements, you **will** be charged a late fee of \$50 in **addition** to the application fee.

<i>Student ID #</i>	<i>Campus (Check ONE)</i>	<input type="checkbox"/> <i>Main (Beckley)</i>	<input type="checkbox"/> <i>Martinsburg</i>	<input type="checkbox"/> <i>Orlando</i>	<input type="checkbox"/> <i>Center Township</i>
<i>Last name</i>	<i>First name</i>	<i>Middle name</i>		<i>Maiden/other name</i>	
<i>Address</i>		<i>City</i>	<i>State/province</i>	<i>ZIP/postal code</i>	<i>Country</i>
<i>Telephone</i>			<i>Email</i>		
<i>Please type/print your name exactly as it should appear on your diploma.</i>			<i>Major</i>	<i>Concentration</i>	
<i>Degree (Check ONE)</i>	<input type="checkbox"/> <i>Doctorate</i>	<input type="checkbox"/> <i>Master</i>	<input type="checkbox"/> <i>Graduate Certificate</i>	<input type="checkbox"/> <i>Bachelor</i>	<input type="checkbox"/> <i>Associate</i> <input type="checkbox"/> <i>Certificate</i>

Anticipated Completion Date	COMMENCEMENT DEADLINE HAS PASSED
<p><i>Date</i> <i>(Can be found on your schedule)</i></p> <p>Your degree will be conferred on the final day of the month in which you complete all degree requirements.</p> <p>You may change your anticipated completion date. You are required to submit a change of date form and pay the application fee each time you change your anticipated completion date.</p>	

I acknowledge that if the Graduation Office receives this application after January 20, 2012, I may not participate in **any** commencement ceremony, and that my name will **not** be listed in **any** commencement ceremony program. I acknowledge that if the Graduation Office receives this application **after** I register for my final degree requirements, it will be processed during the **next** term. I acknowledge that if my application is received without the required fee, my application will not be processed. I acknowledge that if my application is deemed void, that the application fee will not be refunded. By my signature, I acknowledge that I have read and completed this application, and that I understand its terms and conditions.

	<i>Signature of Student</i>	<i>Date</i>	<i>Signature of authorized Student Services representative</i>	<i>Date</i>
Office Use Only	Academic Advising		Student Accounts	
	<input type="checkbox"/>	<i>Catalog year</i>	\$100	Application fee
	<i>Graduation report</i>		\$50	Second degree
	<i>Major code</i>	<i>Minor/concentration code</i>	\$50	Late fee
	<i>Cohort # (if applicable)</i>	<i>Final sem start date</i>	<i>Final sem end date</i>	
	<i>Signature of Academic Advisor</i>	<i>Date</i>	<i>Signature of authorized Student Accounts representative</i>	<i>Date</i>

Method of Payment			
	<input type="checkbox"/> <i>VISA</i>	<input type="checkbox"/> <i>MasterCard</i>	<input type="checkbox"/> <i>Discover</i> <input type="checkbox"/> <i>American Express</i>
<input type="checkbox"/>	<i>Credit/debit card number</i>		<i>Expiration date</i>
<i>Check/money order (Make payable to MSU)</i>	I authorize Mountain State University to charge my application fee, including any late fee, to the above card.		
	<i>Student Signature</i>		<i>Date</i>