

For a degree to be conferred, this application must be completed and submitted to your school dean prior to the degree application deadline for the Semester you apply to graduate. Dual degree applicants must complete a form for each degree.

PLEASE PRINT CLEARLY

Name _____
(First) (Middle) (Last)

Degree _____ School _____ Term & Year _____
(Bachelor of Arts, PhD, Master of Science, etc.) (Emory College, Theology, Public Health, etc.) (Fall, Spring or Summer when conferred)

Student ID Number _____ Student Signature: _____

NAME for diploma if different from your name on OPUS. Otherwise leave blank

Name _____
(First) (Middle) (Last)

Academic Plan Information

1st Major: _____

(If applicable, please circle one below)

2nd Major / Co-major / or Minor _____

Name of advisor: _____

Graduation Attendance

SPRING SEMESTER GRADUATES ONLY:

Attendance at Commencement exercises is obligatory unless your Academic Dean has sent to the registrar, in advance, special permission for your degree to be awarded in absentia. In this case, the diploma will be mailed at a later date to the above “diploma address.” **Students who wish to graduate in absentia must get written permission from their School Dean.**

SUMMER OR FALL GRADUATES ONLY:

Your diploma will be mailed to the address listed below. There are no formal commencement exercises at the end of the Summer or Fall Semester. If you choose to participate in the following Spring Commencement exercises, please indicate below:

_____ **I will participate in the Spring Commencement Exercises.**

Department/School Use	
Primary Plan:	_____
Secondary Plan:	_____
Authorized Signature:	_____
(as determined by school policy)	

Address Information

DIPLOMA ADDRESS –Please provide your physical address, Post Office Boxes will not be sufficient.

This address will be used to mail your diploma for any of the following reasons:

- Rain on Commencement Day
- Summer or Fall Graduates
- Honors Diploma
- Graduating in absentia (with Dean’s permission)

Physical Street Address: _____
City: _____ State: _____ Zip: _____

POST GRADUATION EMAIL ADDRESS: _____

POST GRADUATION TELEPHONE NUMBER: _____

INSTRUCTIONS FOR COMPLETING THE APPLICATION FOR DEGREE

PRINT all information except your signature.

Name for Diploma: CLEARLY PRINT your name EXACTLY as you wish it to appear on your diploma. Please clearly emphasize accent marks. (Consider now how you will wish to be known professionally.)

Note: Titles are not permissible. (Mr., Mrs., Miss, Rev.,MD, Ph.D.,etc.)

Female Students: It is important that you consider now how you will wish to be known professionally. If you are married and plan to use your maiden name for professional purposes, you might want to consider using your maiden name on your Diploma

Signature: Please sign the application and date it.

ID Number: Please include your ID number.

Please note: Schools may have additional forms which need to be completed in addition to this application for degree. Contact your school for further details.

ALL APPLICATIONS FOR DEGREE MUST BE SUBMITTED TO YOUR ACADEMIC DEAN BEFORE THE DATE LISTED ON THE ACADEMIC CALENDAR. LATE APPLICANTS WILL BE CHARGED A \$25.00 LATE APPLICATION FEE.

*** LIST OF DEGREES ***

Associate of Medical Science	Master of Science in Nursing
Bachelor of Arts **	Master of Physical Therapy
Bachelor of Science **	Master of Law
Bachelor of Business Administration	Master of Science in Public Health
Bachelor of Medical Science	Master of Sacred Music
Bachelor of Science in Nursing	Master of Theology
Master of Arts	Master of Theological Studies
Master of Science	Master of Divinity
Master of Arts in Teaching	Doctor of Theology
Master of Education	Doctor of Philosophy
Master of Music	Doctor of Law
Master of Business Administration	Doctor of Medicine
Master of Public Health	
Master of Medical Science	

** Emory College Students MUST apply for either a Bachelor of Arts degree OR a Bachelor of Science degree. If you are double-major and have completed requirements for both a BA and a BS you MUST choose one OR the other for diploma purposes.