



# NORTHERN CARIBBEAN UNIVERSITY

## Application for Graduation

[Submission deadlines: Associate candidates – **October** of 2<sup>nd</sup> year; Bachelor candidates – **March** of Junior year/year prior to graduation; Graduate/Post graduate candidates – **March** of graduation year. Additional information is in the University *Bulletin* regarding December conferral]

Name \_\_\_\_\_  
First Middle Last

Date \_\_\_\_\_ Student I.D. # \_\_\_\_\_ Bulletin \_\_\_\_\_

Advisor recommending application \_\_\_\_\_  
Name Signature

Proposed Graduation Date \_\_\_\_\_ Department \_\_\_\_\_

Major/Emphasis/Concentration \_\_\_\_\_ Minor (if applicable) \_\_\_\_\_

Certification being pursued  Ph.D.  M.A.  M.B.A.  M.Sc.  M.P.H.  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.

I have read all of the information cited: \_\_\_\_\_  
**Student's Signature**