



# Office of the Registrar

## Application for Degree

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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**  
**OFFICIAL STUDENT NAME WILL APPEAR ON DIPLOMA**

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: \_\_\_\_\_

### Academic Plan Information

1<sup>st</sup> Major: \_\_\_\_\_

*(If applicable, please circle one below)*

2<sup>nd</sup> Major / Co-major / Certificate / or Minor \_\_\_\_\_

Name of advisor: \_\_\_\_\_

### Graduation Attendance

#### SPRING SEMESTER GRADUATES ONLY:

Attendance at commencement 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 "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 semesters. 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:	_____
Certificate:	_____
Authorized Signature:	_____
(as determined by school policy)	

### Address Information

#### DIPLOMA ADDRESS –Please provide your mailing address.

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)

Street Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

POST GRADUATION EMAILADDRESS: \_\_\_\_\_

POST GRADUATION TELEPHONE NUMBER: \_\_\_\_\_

# INSTRUCTIONS FOR COMPLETING THE APPLICATION FOR DEGREE

**PRINT all information except your signature.**

**Name for Diploma:** Emory University will print the student's official name of record on the diploma at the time of graduation. The full name will be used. The student's name is recorded as submitted at the time of application for admission. Students are expected to supply their full legal name on the application for admission. Variations of the student's official name of record will not be permitted on the diploma. Students wishing an alternate name on their diploma are advised to consider an official name change.

**Signature:** Please sign the application.

**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 Arts	Master of Science in Nursing
Bachelor of Arts **	Master of Laws
Bachelor of Science **	Juris Master
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 Juridical Sciences
Master of Music	Doctor of Theology
Master of Business Administration	Doctor of Philosophy
Master of Business Studies	Doctor of Law
Master of Public Health	Doctor of Medicine
Master of Medical Science	Doctor of Physical Therapy
Master of Development Practice	

\*\* 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.