



Registrar's Office
 800 Georgia Southwestern State University Drive
 Americus, GA 31709-4379
 Phone: 229-928-1331 / Fax: 229-931-2021

GRADUATION APPLICATION

Initial Application - Submit to Advisor
Reapplication - Submit to Registrar's Office

gswID#: _____

First Name _____ Middle Name _____ Last Name _____

City, State Printed on Program: _____

Email Address: _____

Home Phone: _____

Cell Phone: _____

Your name will appear on your diploma as it appears on this form and you will be processed for the degree stated below. Please print clearly and make sure all information is correct.

DEGREE INFORMATION

	(check term)	Fall	Spring	Summer		(Please check)			
Graduation:	(check year)	2009	2010	2011	Degree:	CERTIFICATE	BACHELOR	MASTER	SPECIALIST
Major:	_____				Double Major (if applicable):	_____			
Minor:	_____				Advisor's Name:	_____			

REAPPLICATION FOR GRADUATION

I am reapplying for graduation as shown below (if applicable):

Previous semester of Graduation:	Fall	Spr	Sum	___ Yr	<i>You will be processed for the semester shown. Please make sure all required information on this Form is entered correctly.</i>
New semester of Graduation:	Fall	Spr	Sum	___ Yr	

STATEMENTS OF UNDERSTANDING

- (Please check)
- Will you be attending another institution your last term before graduation? Yes No
 If yes, where? _____
 NOTE: All official transcripts must be received in the Registrar's Office before you will be cleared for graduation.
 - Do you plan to attend the graduation ceremony? Yes No
 - If you are not attending the ceremony:
 I will pick up my diploma from the Registrar's office
 Please mail my diploma to the address listed on this form. I have included \$10.00 to cover the mailing costs.
 - Are you physically challenged? Yes No
 If yes, will you need special accommodations at the graduation ceremony? Yes No
 - A graduation fee of \$15 (certificate only) or \$30 (undergraduate) or \$50 (graduate) must be made at the time of application. Payment can be made with Student Accounts Office, the Cashier's Office, or on-line. Students who do not make the payment will have the graduation fee assessed to their semester tuition bill.
 - I understand that I am responsible for meeting all requirements to graduate for the semester, degree, and major stated above.
 - If I am unable to graduate in the semester requested, I understand that I must reapply for graduation with my advisor, or complete the re-application form available on RAIN (http://www.gsw.edu/~aaf/student_forms/gradapp.pdf). I understand that if I do not reapply by midterm, I will be charged a \$10.00 late re-application fee.

Student's Signature: _____ Date: _____

FOR REGISTRAR'S OFFICE USE ONLY

Graduation packet received in Registrar's Office _____ Date Paid at Cashier _____