

# Graduate Application for Graduation Form

4150 Administration Drive, Berrien Springs, MI 49104-0800  
gradrecords@andrews.edu **Phone:** 269-471-3375 **Fax:** 269-471-6001

Student's Name: \_\_\_\_\_ Andrews ID: \_\_\_\_\_  
First Last

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

## Graduation Ceremony

Anticipated Graduation Year: \_\_\_\_\_

Graduation Ceremony: ☐ **Spring** (April/May) ☐ **Summer** (July/August) ☐ **December Conferral**

- ☐ I will march in the graduation ceremony. (Spring or Summer candidates only)
- ☐ I will march in the graduation ceremony for next Spring. (December Conferral candidates only)
- ☐ I choose not to march in a graduation ceremony. (Graduating in absentia)

NOTE: Participation in graduation ceremonies is for students who have completed all degree requirements and for those who meet the minimum requirements to participate without completion. Please refer to the Graduation section in the Academic Bulletin.

## Application Checklist

- ▶ Fill out the **Advancement to Candidacy and Check Sheet Form** [www.andrews.edu/grad/documents/candidacy.pdf](http://www.andrews.edu/grad/documents/candidacy.pdf)
  - ☐ Yes, completed and submitted
  - ☐ No, needs to be completed and submitted
- ▶ **Seminary Professional Program students (MDiv, DMin, MAPM, MAYYM):** please consult your department for the appropriate form.

Graduate Degree/Major: \_\_\_\_\_

Concentration/Emphasis: \_\_\_\_\_

TYPE/PRINT YOUR NAME EXACTLY AS YOU WANT IT TO APPEAR ON YOUR DIPLOMA

First

Middle

Last/Surname

## To Receive Your Diploma

- ▶ You must have completed all graduation requirements.
  - ▶ You must have financial clearance. Student Financial Services: 269-471-3334 or [sfs@andrews.edu](mailto:sfs@andrews.edu)
  - ▶ **Diplomas will be sent to your HOME address on file in Vault.** Update your address in Vault [vault.andrews.edu](http://vault.andrews.edu)
  - ▶ Diplomas and Official Transcripts with the degree posted are available 2 weeks after your Commencement/Conferral ceremony.
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- ▶ If for any reason I do not meet graduation requirements, I understand I **MUST** submit a new graduation application.
  - ▶ It is your responsibility to inform Graduate Records of any changes in your program.
  - ☐ **I understand the above information.**

Student's Signature \_\_\_\_\_

Date \_\_\_\_\_