APPLICATION FOR GRADUATION - UNDERGRADUATE

Note: Student must print off transcript from the web, meet with his/her Advisor, and process a Check Sheet BEFORE filing this form in the Registrar’s Office. (A copy of transcript & completed check sheet must be attached to this form). Diplomas must be ordered early to ensure that they are received in time for graduation. Please complete these forms and return to the Registrar’s Office approximately 3 months prior to your graduation date of the year in which you plan on graduating (see official application deadlines on the Academic Calendar).

Print Name: __________________________________________________________________________________

(First, Middle, Last) (Please print name as it should appear on the diploma and according to the official name on the record)

ID #_______________ Expected Date of Graduation Month & Year: July ___; September ___; January ___; May __;

Address ____________________________________________________________

City __________________ State __________ Country ______________ Zip ___________

Cell Telephone (__) __________________ Home Telephone (__) _____________________________

Email ___________________________ and non SUNY email ___________________________ Sex Male ___ Female ___

Place an X next to Degree, Major and Professional Experience

(Note: if you are also completing a Minor include the Minor sheet as well.)

Associate in Applied Science Degree____

___ AAS MTSVO Marine Technology Small Vessel Operations

Bachelor of Science Degree____

___ BS-ITT International Transportation & Trade ___ BS-MBC Marine Business & Commerce ___ BS-MES Marine Environmental Science ___ BS-MT Marine Transportation

___ BS-MOP Marine Operations ___ BS-MRST Maritime Studies ___ BS-IT International Transportation & Trade ___ BS-MBC Marine Business & Commerce ___ BS-MES Marine Environmental Science ___ BS-MT Marine Transportation

Bachelor of Engineering Degree____

___ BE-EE Electrical Engineering ___ BE-MECH Mechanical Engineering ___ BE-FACE Facilities Engineering ___ BE-NA Naval Architecture ___ BE-MARE Marine Engineering

Professional Experience: ___ Deck ___ Engine ___ Intern

Are you a citizen of the United States? Yes ___ or No ___

Have you passed the USCG License examination? Yes ___ or No ___

If not, when are you scheduled to sit for the USCG License examination________

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Students are responsible for following their curriculum and completing all degree requirements. The application and accompanying check sheet is a preliminary evaluation of progress towards degree completion. Final determination of graduation eligibility and degree completion will made by the Office of the Registrar.

Signature of Student X ____________________________________________________________________________ Date ________________

Signature of Advisor X __________________________________________________________________________ Date ________________

Note if the application for graduation form is submitted after the required deadline date, the diploma may be late and the name may not appear in graduation program. Student must sign this statement ________________ & date.

RECEIVED BY: ___________________ DATE: __________________ Copy all documents issued to student.

C: GRADUATION Undergraduate Appl.doc 01/28/14

Office of the Registrar
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