



**Student Section:**

Name (as you wish it to appear on your diploma) \_\_\_\_\_

Diploma Address \_\_\_\_\_ E-mail address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_ APU Box # \_\_\_\_\_

APU ID# \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_ Cell phone (\_\_\_\_\_) \_\_\_\_\_

Hometown \_\_\_\_\_ Major(s): \_\_\_\_\_

Degree:  Bachelor of Arts  Bachelor of Science  Bachelor of Social Work  BSN  Bachelor of Music

I am an international student  I have studied abroad  I have done an international missions trip

Is this a double major?  No  Yes If Yes, does this meet the criteria stated in the catalog?  No  Yes Is this a double degree?  No  Yes

Date of graduation: December \_\_\_\_\_ May \_\_\_\_\_ July \_\_\_\_\_

Do you plan to participate in commencement?  No  Yes If yes, which one:  December  May  July

Cap & gown order information: Height \_\_\_\_\_ Weight \_\_\_\_\_

List work in progress at other institutions \_\_\_\_\_

*I have read the cover sheet and the back of this form, and I consent for an official transcript to be sent to me free of charge at the above address once my degree is posted.*

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**Department Clearance:**

Ministry and Service \_\_\_\_\_  International Student Services (if international student) \_\_\_\_\_

Indicate student's progress toward graduation.

First Major \_\_\_\_\_ Concentration/Emphasis \_\_\_\_\_ Date \_\_\_\_\_ Advisor's signature \_\_\_\_\_

First Major (Work needed) \_\_\_\_\_

Second Major \_\_\_\_\_ Concentration/Emphasis \_\_\_\_\_ Date \_\_\_\_\_ Advisor's signature \_\_\_\_\_

Second Major (Work needed) \_\_\_\_\_

First Minor \_\_\_\_\_ Advisor's signature \_\_\_\_\_  Second Minor \_\_\_\_\_ Advisor's signature \_\_\_\_\_

First Minor (Work needed) \_\_\_\_\_ Second Minor (Work needed) \_\_\_\_\_

Total units \_\_\_\_\_  General Studies: \_\_\_\_\_

**Registrar's Office Clearance:**

General Studies:  Complete  Not complete  OK with work in progress \_\_\_\_\_

God's Word:  Complete  Not complete  OK with work in progress \_\_\_\_\_

Major  Complete  Not complete  OK with work in progress (see Academic Clearance section) \_\_\_\_\_

Total units (126 min)  Satisfied  Not satisfied  OK with units in progress \_\_\_\_\_

Latin Honors  Cum Laude  Magna Cum Laude  Summa Cum Laude  N/A GPA \_\_\_\_\_ (Latin Honors may change due to work in progress)

If all work in progress is satisfactorily completed, your degree will be posted \_\_\_\_\_

Comments \_\_\_\_\_

**Based on the information above, you  may  may not participate in the Commencement exercises.**

Registrar signature \_\_\_\_\_ Date \_\_\_\_\_

Office Use Only			
Grad/Degree/School _____	Degree Posted _____	Diploma Ordered _____	Diploma Sent _____
Date Received _____	Paid _____	Initials _____	

# Instructions for Completing the Intent to Graduate Form

---

- Complete the **Student Section** by filling out all of the information requested.
- Complete the **Department Clearance** section by obtaining signatures from the following departments:
  - **International Student Services** (only if you are an international student)
  - **Ministry and Service**
  - **Major and/or Minor Department(s)**
    - Student and Advisor(s) shall list any requirements which have not been met as well as any work in progress at another institution. Must attach proof of enrollment with this form.
- The \$80 graduation fee will be charged to your student account.
- Allow **10-12** weeks for clearance from the Office of the Registrar.
- It is the responsibility of the student to fill out information completely, get signatures, and turn in the form to the Registrar's Office by the deadline (see coversheet). **Failure to turn this form in by the deadline will result in a postponement of your graduation date.**
- As a courtesy one complimentary copy of your final official transcripts will be sent to you at the address listed on this form within one to three months of your degree being posted.
- Your diploma will be sent to you at the address listed on this form three to four months after graduation.

***Academic Clearance for graduation is a two-step process.***

***After you receive clearance from your advisor(s),***

***The Office of the Undergraduate Registrar will review all records to determine final clearance for graduation.***

**Participation in Commencement exercises will be determined no later than 10 working days prior to the day of Commencement. All Commencement issues must be resolved by this time, including academic clearance, financial clearance and clearance of Ministry and Service credits. Transcripts for completed courses must be received before this date. Enrollment verifications for work in process outside Azusa Pacific University must also be received.**

***Participation in the Commencement ceremony does not necessarily indicate completion of a degree program.***

***A student must meet all university requirements before a degree is conferred.***