UNDERGRAD APPLICATION FOR GRADUATION SUMMER 2013

Name:_____ **ID:**_____
(Print your name exactly as you want it to appear on your diploma)

E-Mail Address:_____ **Phone #:**_____

Do you plan to participate in the Commencement Ceremony on May 3, 2014? ____ Yes ____ No
(Application MUST BE received by Feb. 1 in order to participate)

If you plan to participate: **Height: Feet ____ Inches ____** ☐**plus 1** ☐**plus 2** (see website for sizing guidelines)

DEGREE APPLYING FOR:

○ **Bachelor of Arts** ○ **Bachelor of Science**   **MUST attach a degree audit run on MyRecords**

Major: _____

Concentration: _____

Concentration: _____

Minor: _____

Minor: _____

Required Degree Audit:
1. Go to www.cui.edu
2. My CUI
3. My Records
4. Click on "MyClasses"
5. Click on "Student Records"
6. Click on "Degree Evaluation"
7. Select "Generate New Evaluation" (bottom of page)
8. Check "Program"
9. Click "Generate Request"

Advisor: To the best of my knowledge, my advisee does meet preliminary graduation requirements.

Advisor's Signature:_____ **Date:** ____/____/_____

I plan to complete all requirements in the Summer 2013 semester and acknowledge that it is my responsibility to ensure all of my graduation requirements have been met. All graduation correspondence will be sent via email.
All degrees will be posted 4-6 weeks after the END of the Summer 2013 term (August 16).

Student's Signature:_____ **Date:** ____/____/_____

NON-REFUNDABLE APPLICATION FEE DUE AT TIME OF APPLICATION:
$140 by June 14 $175 June 15-July 12 $300 after July 12

This application fee covers the administrative time needed to process the application, run a degree audit, track the student's progress and post the degree to the student's transcript. It also covers the cost of ordering and mailing the diploma.
This fee is required even if you are not walking. Application AND fee must be received by above dates for the applicable fee to apply.

There is a separate fee for the cap and gown.

Credit card payment _____

Number	Exp	CVV Code

Return application: FAX 949-214-3505 OR Scanned email attachment: graduation@cui.edu
Please call the Registrar's Office if you have any questions. 949-214-3082

--Office Use--

Payment:_____ **Banner:** _____
Degree Posted:_____ **Diploma Sent:**_____