
CONTACT INFORMATION

Name on Diploma _____ E# _____

Eagles Email Address _____

STUDENT ACKNOWLEDGEMENTS OF RESPONSIBILITY

I acknowledge that it is my responsibility to meet all of my graduation requirements during the semester in which I am applying. This includes meeting deadlines and paying the Graduation Application Fee due at the time I submit this application. The fee schedule is available on the Academic Calendar and at www.cui.edu/graduation/bachelors-degree.

I understand that my application is late and therefore I am ineligible for participation in commencement and recognition at the Academic Achievement Ceremony.

I acknowledge that the Graduation Application Fee is due regardless of my eligibility to participate in commencement and is non-refundable. I understand that it covers the administrative time needed to process the application, run a degree audit, track my progress and post my degree to my transcript. It also covers the cost of ordering and mailing my diploma.

I understand my degree will not be evaluated for verification or conferral until all financial obligations are met. Otherwise, degrees are posted 4-6 weeks after the end of the semester. Diplomas are mailed 6-8 weeks after degrees are awarded.

I accept that it is my responsibly to handle my own academic matters. CUI faculty and staff members will not discuss my academic records with anyone else.

I understand my application is reviewed with the academic information I provide at the time of submission. Failure to provide accurate and complete information may result in my application being denied or have an effect on my degree status.

I understand that if my application is denied, it is my responsibility to reach out to graduation@cui.edu regarding how to get a refund of the Graduation Application Fee.

GRADUATION APPLICATION FEE PAYMENT

You can pay the grad fee online via [MyRecords](#) – My Student Bill – Make a Payment
Amount due: \$340

STUDENT SIGNATURE

By signing and submitting this application, I am certifying that I understand and accept my responsibilities as outlined above. I am also certifying that I have provided accurate and complete information as it pertains to my graduation.

Student Signature _____ Date _____

Once you sign this application, you will then need to:

- Email this application to graduation@cui.edu
- Include your receipt for payment of the Graduation Application Fee (Required)
- Include any outstanding substitution forms, unofficial transcripts, or registration forms (if needed)

REGISTRAR'S OFFICE – APPLICATION ACCEPTANCE

To the best of my knowledge, this student is on track for graduation.

Estimated graduation date _____

Signature _____ Date _____

Standard lead time for processing is 4-6 weeks

Once your application has been approved, the Registrar's Office will email you a copy of the application.

If you are still missing graduation requirements, your application will be denied. Please make sure to verify with your academic advisor before submitting this application.