

INSTRUCTIONS FOR COMPLETING THE GRADUATION APPLICATION

1. Indicate your Student ID number from the People Soft system. This is a seven-digit number.
2. Indicate the last four digits of your Social Security Number for verification purposes.
3. Indicate the appropriate graduation term identifier (e.g., 2171, 2174, 2177, etc.)
4. Indicate the two-digit month and year of graduation (i.e. 12 16, 04 17, 06 17, 08 17, etc.). June graduation is for select areas only.
5. Indicate your current **campus** email address. ***Must be a Pitt email address.*** (This email address will be used to notify you of problems requiring immediate attention.)
6. **Student Name** - *must be an exact match with what is currently in the People Soft system.*

If you list a graduation name that is different from what is on file, then you **must** process a legal name change in G-3 Thackeray Hall by providing legal documentation (birth certificate, marriage license, divorce decree, or passport [international students only]). Students may include suffixes such as Jr., Sr., II, III, etc. The University does not include titles such as Sister, Father, Dr., Esq., etc. on diplomas or transcripts.

7. **Diploma Mailing Address** - unless otherwise specified, your home address will be used to mail the diploma and complimentary official transcript.

PLEASE NOTE: Transcripts and diplomas will be mailed approximately 45 days after the last day of the graduation term. *Students with outstanding financial obligations to the University will not receive their graduation documents until they have made acceptable arrangements with the appropriate office.*

Student Name _____

Student ID _____

Phone Number _____

(Local # Please include Area Code)

DEGREE (BS, MS, MA, MEd, MAT, EdD, PhD)	PROGRAM NAME (MAJOR)	MINOR (UNDERGRAD)
CERTIFICATE(S) EARNING <u>THIS</u> TERM (Note: If enrolled in a certificate program, but completing in a LATER term, do not list)		
(ex. K-12 principal, Special Educ, ABA, Reading Specialist, Research Methodology minor.)		

Please list a permanent, non-Pitt email address so that we may have an alternative way to contact you if needed for important correspondence.

Permanent email: _____ @ _____

Please list the name of your academic advisor: _____

Doctoral and MA Students Only: Please list the full title of your dissertation (for printing in commencement ceremony booklet)
