Graduation Guide: How to Send Your Completed Graduation Application

Here is a step-by-step guide on how to send your completed graduation application using Adobe Forms.

**Step 1.** From your email, click on the review and sign link to open the application.

![Image of graduation application]

**Step 2.** Enter your information into the form. You must provide your complete, permanent address. Your correct catalog year is required. **Remember to include the credit hours you are taking this semester.**

![Image of Undergraduate Application for Graduation]

**Step 3.** Only if you are in the Teaching Licensure Program, do you need to complete this part of the application regarding teaching hours.

<table>
<thead>
<tr>
<th>Question</th>
<th>Response Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>If you are a degree seeking candidate in Teacher Education, have you passed all parts of the Praxis for the program minor or major?</td>
<td>Yes, No or Not Applicable</td>
</tr>
<tr>
<td>Enter your scores here or send to the University and a copy to the Office of Teacher Education.</td>
<td></td>
</tr>
</tbody>
</table>

**Step 4.** Attach your GE Audit, Curriculum Balance Sheet and any other documents to the application. Click the Box on the upper left and Sign the application certifying that you have completed the requirements for your degree or that you will complete them at the end of the semester.

**Step 5.** The remaining signatures will be signed once your application is reviewed.

**Step 6.** Once all items are complete, you will see a blue arrow at the bottom allowing you to submit your application to your faculty advisor.

![Image of submitting application]

Be the difference.