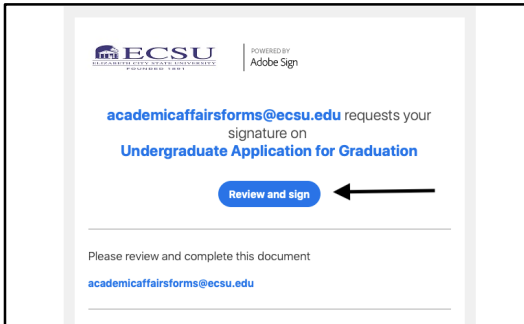


Graduation Guide: How to Send Your Completed Graduation Application

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.



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.

ECSU OFFICE of THE REGISTRAR	
Undergraduate Application for Graduation	
Banner ID *	Date *
Please enter your legal name on the line below. This is how it will appear on your diploma: (i.e. first, middle, last)	
Permanent Address *	
Telephone # *	E-mail address *
Major *	
Minor	Concentration
Second Major (if applicable):	
When do you expect to complete graduation requirements	Year *
Catalog year that graduation requirements will be assessed	*
Total semester hours required for graduation	*
Total transfer hours used	*
Total hours earned to date	*
Total remaining semester hours needed to complete requirements	Teaching Non-Teaching
Total hours earned to date	*

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

If you are a degree seeking candidate in Teacher Education, have you passed all parts of the Praxis for the program entry or exit if applicable?	
Have your scores been sent to the University and a copy to the Office of Teacher Education?	

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.

It is the sole responsibility of each graduation candidate to meet with the academic advisor to determine if all institutional and departmental requirements for graduation have been met. Attach transcript, Program of Study Checklist and record transfer credit form	
Click to Attach File	Click to Attach File
I certify that I have completed the required elements (or will do so by the end of this term with successful completion of the courses listed as currently in progress)	
Student Signature *	Date: 09/03/2020
I certify that the student has completed the required elements (or will do so by the end of this term with successful completion of the courses listed as currently in progress)	

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

I certify that the student has completed the required elements (or will do so by the end of this term with successful completion of the courses listed as currently in progress)	
Advisor Signature	Date:
I certify that the student has completed the required elements (or will do so by the end of this term with successful completion of the courses listed as currently in progress)	
General Studies Chair Signature	Date:
I certify that the student has completed the required elements (or will do so by the end of this term with successful completion of the courses listed as currently in progress)	
Department Chairperson Signature	Date:
I certify that the student has completed the required elements (or will do so by the end of this term with successful completion of the courses listed as currently in progress)	
Dean Signature	Date:

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.

