

**APPLICATION FOR GRADUATION / REQUEST FOR DIPLOMA \*\***

Canisius College - Office of Student Records – Bagen 106

ID#

**Please PRINT your name exactly as you want it to appear on your diploma.**  
Use upper & lower case letters & include any accent marks or punctuation.  
*(Changes to name/diploma reprints after order has been placed will result in a \$30 fee.)*

(First) (Middle) (Last)

*If you feel it is necessary, please write your name phonetically on the line below.  
This will assist the Dean in reading your name at the Commencement Exercises.*

ADDRESS

(Street) (City) (State) (Zip Code)

MAJOR

(Ex: Biology)

DEGREE EXPECTED

(Ex: BA; BS; MS; MSED; MBA)

**I will complete my degree requirements in:** (Check one of the following)

- May 20 (My diploma will be available at Commencement.)
- August 20 (My diploma will be available approximately September 15th.)
- December 20 (My diploma will be available approximately February 1st.)

**UNDERGRADUATE students must submit this form to the Student Records Office (Bagen 106).** It is your responsibility to submit this request form to the Student Records Office **by the dates listed below.**

**GRADUATE students must submit this form to their program office.** It is your responsibility to submit this request to your program office **by the dates listed below.**

<b>Important!</b>		
Please make sure you understand the following deadlines. If this diploma request is not submitted by the appropriate deadline, your diploma will not be available until the next issue date.		
<b>If your requirements are completed:</b>	<b>This Diploma Request is due by:</b>	<b>Your Diploma will be available:</b>
IN MAY	<b>DECEMBER 15<sup>th</sup></b>	AT MAY COMMENCEMENT
IN AUGUST	<b>AUGUST 1<sup>st</sup></b>	APPROX. SEPTEMBER 15 <sup>th</sup>
IN DECEMBER	<b>DECEMBER 1<sup>st</sup></b>	APPROX. FEBRUARY 1 <sup>st</sup>

**\*\*This form authorizes Canisius College to publish your name in our graduation program.  
Please notify us if you do not want your name to appear in the program.**