



Please submit this form to the Office of the Registrar no later than **April 1st** of the year you plan to graduate.

Check your degree audit through your [Student Portal](#) to make sure all requirements have been satisfied.

STUDENT INFORMATION

Legal Name: _____
First Middle Last

Student ID #: _____ **Program/College:** _____

When do you expect to complete your degree requirements: Summer Fall Spring Year: _____

Degree expected: _____ ; **Concentration** (Health Sciences only: _____)

Do you need to update your contact information? No Yes; If yes, completing the section below will update your Home/Permanent contact information. Your diploma will be mailed to this address. To change your information following submission of this form, complete the Change Of Address form. Returned undeliverable diplomas will be kept for 5 years. Repeat shipping is at the expense of the student. The University assumes no responsibility for the loss or damage of mailed diplomas.

Diploma/Permanent Address: _____
Street (Include apartment #, etc., if applicable. Please no PO Boxes)

City, State ZIP

Personal Email: _____ **Phone #:** (_____) _____

I understand that I must submit all required forms, payments and materials described in the Commencement/Graduation Handbook, Student Handbook and General Catalog in order to graduate and/or receive my diploma. If I have not satisfied all of the requirements for the degree for which I have applied, California Northstate University will not grant my degree. My signature below indicates my understanding and agreement to the above.

Student Signature: _____ **Date:** _____

GENERAL INFORMATION: See the Graduation Handbook for detailed instructions.

Diplomas: Your diploma will be printed with your official legal name of record and mailed to your permanent address on file at the time the diploma order is placed. **Diplomas are mailed 8 to 12 weeks following graduation.** If you update your address more than 4 weeks after the end of the semester, please contact the Registrar to see if diplomas have been mailed. Duplicate diplomas will only be issued if lost, stolen or damaged and at the expense of the student.

Legal Name: If you need to update your legal name, you must file a Change of Personal Information form with supporting documentation with the Office of the Registrar at least **three weeks** prior to graduation.

Commencement Program: By default, your legal name will appear in the Commencement Program. If you need a different name printed, please contact your college's Student Affairs Office.

OFFICE OF THE REGISTRAR USE ONLY		Updated 10/2018 OR
Date Received: _____	Date Processed: _____	Processed By: _____