

Graduation Application

Degree Completion Program

PHILADELPHIA BIBLICAL UNIVERSITY

Registrar's Office

Name _____ Student ID# _____ Box # _____

Instructions:

1. **Deadline for Completing Program:** Candidates MUST COMPLETE ALL REQUIREMENTS in their degree program(s) BEFORE graduating and participating in commencement ceremonies.
2. **Graduation Date:** Students need to select the graduation date which occurs at the completion of their degree program. Three dates are available each year: mid May, late August, and mid December. Candidates who graduate in August may participate in the December Commencement Ceremonies.
3. **Deadline for Filing Application:** The Graduation Application must be submitted by March 15 for May graduation, August 1 for August graduation, or October 15 for December graduation.
4. **Graduation Fee:** The fee of \$120.00 will be charged to the student's account during their final semester prior to the graduation date. Because graduation expenses are shared equally by all graduates, the graduation fee is not reduced for absentia graduates.
5. **Diplomas:** Diplomas are awarded after completion of all requirements and payment of all financial obligations to the college. Graduates who are unable to receive their diploma may submit a written request to the Registrar, asking for a letter certifying completion of requirements.
6. **Caps & Gowns:** Candidates should pick up their Caps & Gowns at the PBU Bookstore.

Complete the following information and submit this form to the Registrar's Office:

Graduation Date: I plan to graduate in: May, _____; August, _____; December, _____
Year Year Year

Participation: Do you plan to participate in Commencement Ceremonies when you graduate?
 Yes No August graduate walking in December

Note: Your account must be paid in full by April 1 to participate in May Commencement Ceremonies or by November 1 to participate in December Commencement Ceremonies.

Diploma & Commencement Program Information: PRINT your name EXACTLY as it should appear on your Diploma and in the Commencement Program. Please use proper capitalization & punctuation.

Name: _____ Hometown & State: _____

Regalia: Please provide your approximate height and weight for ordering of commencement regalia.

Height: _____ Weight: _____

Upon my graduation I request a sealed official copy of my transcript.

Signature: _____

Current Address & Phone

No.&Street _____
City,ST,Zip _____
Telephone (_____) _____

Address & Phone After Graduation

No.&Street _____
City,ST,Zip _____
Telephone (_____) _____
E-mail address _____