



APPLICATION FOR DEGREE

Submit one semester prior to semester in which you will complete your program.

Use this application to apply for graduation. Follow the instructions carefully. When completed, submit this application to Office of the Registrar. Graduation, when used in this application, refers to the **granting of your degree**—it does **not** refer to the May Commencement ceremony. Please contact the college office for commencement information. NOTE: If you are applying for more than one degree, each degree must be submitted on a separate application.

Personal information:

1. Fill out this section carefully and please print clearly. If you do not know your ID number, indicate your social security number. Print your name as you want it to appear on your award (NOTE: If you are requesting an award name that differs significantly from the name on your record, you must submit documentation. Contact the Registrar's office for information.) If your award mailing address changes after you submit this form, contact the Registrar's to update the address.

Term of graduation:

2. Meet with your advisor to determine the term during which you will have completed requirements for graduation. List that term in this section.

Major in college:

3. Indicate the degree you are pursuing (A.A.S., A.S., Diploma, for example).

4. List the major(s).

Ex: High Performance Engines or Massage Therapy

Signature:

5. Sign and date the form. Have your advisor sign & date also. Submit the form to the Office of the Registrar.

The Application for Degree is due one semester prior to the semester in which you will complete your program.

FALL Semester: Due by April 1*

SPRING Semester: Due by October 1*

SUMMER semester: Due by February 1 *

***Submission of this form by the deadlines ensures your name will be in the Commencement ceremony program*

Diplomas: Award covers are handed out at the May Commencement ceremony. Awards are mailed to you on the completion of your program. If you have not received your award after three months, please contact the Office of the Registrar. If you want your award mailed outside the United States, please submit \$5 for postage with this application. NOTE: **It is your responsibility to review your record for holds.** Financial holds (e.g., Student Accounts Receivable, student loans, and library fines) will block the mailing of your award. When you satisfy your financial obligations to Northwest Technical College and your holds are released, notify the Office of the Registrar. Your award will then be mailed to you.

Registrar location:

Northwest Technical College

Office of the Registrar

905 Grant Avenue SE

Bemidji, MN 56601

(218)-333-6646

fax: (218) 333-6697

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| The most current documentation is electronic, therefore please discard printed copy after 24 hours. | | Print Date: 10/21/11 4:10 PM |
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