University of Pittsburgh   APPLICATION FOR GRADUATION

Instructions for Completing the GRADUATION APPLICATION
Please print legibly and include only one letter or number per box

(Graduation Applications must be submitted to the Academic Dean's Office within the deadline dates specified by that office.)

Indicate the PeopleSoft Student ID number.

Indicate the last four digits of the student's social security number for verification purposes.

Indicate the appropriate graduation term (i.e. 2061, 2064, 2067, etc.)

Indicate the 2 digit month and year of graduation (i.e. 04 05, 05 05, 06 05, 08 05, 12 05, etc.) (May and June graduation are for select areas only)

Indicate the student's current **campus** email address. (Will be used to notify student of problems requiring immediate attention) *__Must be a Pitt email address__*

Student Name - must be an exact match with what is currently listed as the primary name in PeopleSoft. If the graduation name provided is different from what is currently listed in PeopleSoft, the student **must** process a legal name change in G-3 Thackeray Hall by providing legal documentation (birth certificate, marriage license, divorce decree, social security card or passport [international students only]). Students may include suffixes such as Jr., Sr., II, III, etc. The University does not include titles such as Sister, Father, Dr., Esq., etc. on diplomas or transcripts.

Diploma Mailing Address - unless otherwise specified, the student's home address will be used to mail the diploma. PLEASE NOTE: Diplomas will be mailed approximately 45 days after the last day of the graduation term. Students with outstanding financial obligations to the University will not receive their graduation documents until they have made acceptable arrangements with the appropriate office.

Graduation Coordinators should verify student eligibility for graduation and then complete the *Student Program, *Student Plan and if appropriate the *Student Sub Plan areas. The Graduation Coordinator should sign and date the application and include their University email address. The email address will be used to notify the Graduation Coordinator of problems preventing the processing of the application for graduation. PLEASE NOTE: A separate application must be submitted for each academic center.

*STUDENT PROGRAM - academic center identification (i.e. UA-S, UENGR, PFAS, PENGR, PGSPA, PPBHL etc.)

*STUDENT PLAN - student's major, minor, or certificate (i.e. ADMJ-BA, LIS-PHD, EE-ME, GERON-CR4, etc.)

*STUDENTSUBPLAN - student's Area of Concentration (i.e. EDDEA-SP, MAAL-SP) as with ARC are linked to a Student Plan.

Updated 07/14/2017

University of Pittsburgh

APPLICATION FOR GRADUATION

Student ID

National ID

XXX-XX-

Graduation Term

2	2	1	4

Graduation Date

0	4		2	1

Month   Year

Pitt campus email address

_____ @ pitt.edu

Student's signature

_____

Name must match what is currently on the University of Pittsburgh file. If it is different from the name on file, you must submit a legal document to the Registrar's Office, G-3 Thackeray Hall to support your name change.

STUDENT NAME - Last name and Suffix, First Name and Middle Name or initial. (Leave a space between each name.) Please indicate all special characters. **PLEASE PRINT CLEARLY**

Name

DIPLOMA MAILING ADDRESS

Address Line 1

Address Line 2

Address Line 3

City

State

Postal Code Or Country

FOR ACADEMIC CENTER USE ONLY

Student Program	PPHRM	Student Plan	PHRDOC-PRD	Student Sub Plan	_____
Student Program	_____	Student Plan	_____	Student Sub Plan	_____
Student Program	_____	Student Plan	_____	Student Sub Plan	_____
Student Program	_____	Student Plan	_____	Student Sub Plan	_____

Graduation Coordinator Verification	**Date**	**Email Address** crsl49@pitt.edu

Student Name _____ Student ID _____ Phone Number _____ National ID XXX-XX-_____
(Local # Please include Area Code)

ACADEMIC DEPARTMENT - STUDENT PLAN (i.e., Math, History, Bio Chem, InfoSci, Pharmacy, Bioengineering, Chemical Engineering, etc.)	NAME OF DEGREE/CERTIFICATE- STUDENT PLAN (i.e. BS, MS, PHD, MINOR, CERT.)	AREA OF CONCENTRATION- STUDENT SUB-PLAN
Pharmacy	**Pharm D**	
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TITLE OF THESIS OR DISSERTATION, if applicable