

Syracuse University
COLLEGE OF VISUAL AND PERFORMING ARTS

Dear Graduate Student,

Congratulations on having reached the final stages of your study toward a graduate degree! In order to ensure that the diploma you receive for that degree is accurate and that it is produced in a timely fashion, please follow the directions below.

Submission of a Diploma Request Form is merely the mechanism by which you indicate your intention to earn a degree. It is your responsibility to verify with your academic department that you will have met all requirements for the degree by the graduation date. You should consult your academic advisor and the appropriate administrative authorities in your academic department or program to (1) determine whether you will complete all requirements for the degree you intend to earn and (2) to ensure that you will meet those requirements by the deadlines and graduation dates specified by the GEMC.

You must fill out one Diploma Request Form for each degree that you intend to earn (see the form at the bottom of this page). The Diploma Request Form is used by the GEMC for several important purposes.

- to allow us to record your intention to complete the requirements for the degree in question
- to allow us to confirm that the University's records reflect your intentions
- to give you an opportunity to provide special instructions for imprinting and mailing your diploma
- to identify you as someone who should receive commencement information

Instructions

Please note that failure to follow these instructions may delay conferral of your degree and the production and mailing of your diploma.

- 1) Print your name exactly as you would like it to appear on your diploma. If the name you indicate is significantly different from your name in the University's official records, you must bring proof of your name change to the Registrar's Office, 106 Steele Hall, **before submitting the form.**
- 2) Fill out one Diploma Request Form completely for each degree that you plan to earn. This includes signing the card and indicating your intended graduation date. The mailing address you provide should be valid for at least three months following your graduation date.
- 3) Submit the form with your **original signature** to the **Office of Graduate Student Services, 204 Crouse College**, and we will forward it to the Graduate Enrollment Management Center. Photocopies or facsimiles of your signature on the Diploma Request Form will not be accepted.

You can expect your diploma to be mailed to the address you indicate below approximately eight weeks after the Graduate School has confirmed that you completed all degree requirements.

*****✂*****DETACH HERE*****✂*****

Syracuse University	Graduate Diploma Request Form
Your name as you would like it to appear on your diploma <small>first name middle name or initial last name</small>	SUID number
Other forms of your name used at Syracuse University (if any):	Home college: CVPA Graduate School
Address to which you would like your diploma mailed: address line 1..... address line 2..... city.....state.....zip/postal code..... country.....	Graduate program and degree expected: program: degree:
Student signature: _____ Date: _____	Anticipated graduation month (check only one): <input type="checkbox"/> May <input type="checkbox"/> June <input type="checkbox"/> August <input type="checkbox"/> December
THIS AREA FOR OFFICE USE ONLY award order sent _____	Anticipated graduation year (complete the year): 20____