





# Application for Graduation Statement of Completion of Studies


Please complete this form and return it to the Registrar's Office by January 3 (or following Monday, if 3<sup>rd</sup> falls on weekend) of the year in which you hope to graduate. Use this form if you are—or might end up—in either of the following categories:

- you intend to **complete degree requirements** for graduation by no later than one week prior to Commencement
- you are completing a special program this year (e.g., TEEM candidacy, Lutheran Year, or specialized certificate), **will not be taking further classes at LTSP**, and wish to receive a Certificate of Studies from LTSP

**If you have any reason to believe you may graduate, you must complete and return this form by January 3. Submit even if you are not SURE your program here will be ending.**

 \_\_\_ I expect to complete requirements to receive a degree / certificate (circle one) in May of \_\_\_\_\_ (year). I understand that the appropriate graduation fee (see fee schedule for academic year) will be assessed to my account in the Spring Semester of that year. I understand that the graduation fee will be credited back to me if I fail to graduate.

 \_\_\_ Gown information: Height (feet and inches): \_\_\_\_\_ Approximate weight in pounds: \_\_\_\_\_

 \_\_\_ I wish to receive my certificate or degree *in absentia*. I will not attend Commencement. I understand that I am still responsible to pay the full graduation fee.

 **YOUR NAME**

Please note below your legal name in the EXACT way you wish it to appear on the diploma (see below)

First Name	Middle Name	Last Name
------------	-------------	-----------


- **Print** legibly!!!
- Use **upper and lower case** letters as appropriate: e.g., von Beethoven, Von Beethoven
- Show all **spaces** and **accent/punctuation marks** clearly: e.g., MacFarland, Mac Farland; Renee, René; Moeller, Möller.
- Do **NOT** show titles (e.g., Dr., Sr., The Rev.).
- **DO** show name **suffixes** (e.g., Jr., Sr., III) with precise punctuation.
- If your name is of a culture in which name order does not put family names last, **make sure your name is in the precise order** in which you want it to appear.

 **Award expected:**

- |   |                                       |
|---|---------------------------------------|
| ___ Master of Divinity*                 | ___ Doctor of Ministry                |
| ___ Master of Arts in Religion**        | ___ Master of Sacred Theology         |
| ___ Master of Arts in Public Leadership | ___ Doctor of Philosophy              |
| ___ Certificate of Theological Study    | ___ Advanced Graduate Certificate     |
| ___ Certificate in Church Leadership    | ___ Certificate in Christian Ministry |

\*MDiv concentration(s) you expect to complete, if any: \_\_\_\_\_

\*\*MAR specialization: \_\_\_\_\_

 \_\_\_\_\_  
**Your signature**

\_\_\_\_\_  
**Date submitted**

**Return this form to the Registrar's Office by January 3 of the year in which you hope to graduate. Form may be faxed to 215-248-7315.**

**REFER TO GRADUATION CHECK LIST TO BE SURE YOU DO ALL YOU NEED TO GRADUATE**