

APPLICATION FOR GRADUATION

RO-20 Rev 070917



Office of the Registrar
Rocket Hall, Room 1100
Mail Stop #322
2801 W. Bancroft St.
Toledo, OH 43606-3390

Phone: 419.530.4829
Fax: 419.530.4828
graduation@utoledo.edu

This application is valid for one term only. See instructions on the reverse side of this form.

NOTE: Address and personal email address you provide will be used to update our records. PLEASE PRINT.

Name: _____
Last First Middle Initial

Former Name: _____ Social Security/ID Number: _____

Diploma Name: _____
(Print your name as you want it to appear on your diploma using your legal last name.)

Personal Email Address: _____ Phone Number: _____
Daytime Phone Number

Has it been more than 5 years since you attended UT? Yes No

Local Address: _____ Diploma Mailing Address: Check here if same as local

Street Address

Street Address

City/State/ZIP

City/State/ZIP

CHECK THE APPROPRIATE BOXES THAT APPLY TO YOUR DEGREE.

Term: **Apply for the term in which you will complete your degree requirements.** You should not apply to graduate based on the ceremony you plan to attend.

Fall Spring Summer Year: _____

College: Arts and Sciences
 Business Administration
 Education
 Engineering
 Health Science and Human Service

Law
 Nursing
 Pharmacy
 University College

Medicine Main Campus December ceremony
 Health Science Campus June ceremony
 Non-MD student

Degree: Undergraduate
 Graduate
 Law

Degree: _____

Major(s): _____

Minor(s): _____

Concentration: _____

Doctoral
Candidates

Dissertation
Advisor

Dissertation Title

PLEASE PRINT LEGIBLY

I understand that this application is valid for one term only and that I must reapply for graduation if I am deferred from graduating for any reason.

Student's Signature

Date

BAR EXAM INFORMATION & RELEASE

Please indicate the bar examination you will be taking following your graduation:

Student Name: _____

State: _____ Month & year: _____

An application to take the Ohio Bar in **July** must be filed by **April 1st** preceding the exam. An application to take the Ohio Bar in **February** must be filed by **November 1st** preceding the exam.

If you are taking a bar exam in a state other than Ohio, check the filing date set by that state.

I hereby authorize The University of Toledo College of Law to request and obtain information regarding the result of any bar examination that I may take, and I authorize any state bar examination agency to release such information to The University of Toledo College of Law.

Print Name

Signature

Date

HONORS RECOGNITION INFORMATION

We recognize a student's successes in law school with an honors recognition booklet at graduation.

This booklet includes, and our office can identify, awards such as - DL, HR, Merit Scholarships, and scholastic distinction (cum laude, etc). However, to assure that your listing is correct, please list your honors below. Also, please let us know if you have received any other honors such as a Reinberger Fellow Award; or if you held a position in a student organization, Law Review, Moot Court, SBA, or No Holds Bar.

Please
Check
One:

- Yes, I wish to have my name & awards printed in the Honors Book **OR**
- No, I do not wish to have my name & awards in the Honors Book

Print Name _____ Signature _____ Date _____

INSTRUCTIONS

Diploma Name:

Print your name as you want it to appear on your diploma as well as in the graduation program, using your **legal** last name. **The University will use the last name appearing on your computer record.** If that name is incorrect, you must provide proof of the correct name to update our computer records. First names must be a full name, initial, or a recognizable abbreviation of the first name shown on our computer records. If you do not wish to have your name appear in the commencement program, clearly state (**Do Not Publish**) in this same area **after** your name.

Diploma Address:

Your diploma will be mailed to the address listed as **Diploma Mailing Address.** Students may email the Office of the Registrar at **graduation@utoledo.edu** to update this address before diplomas are mailed. If you want to pick up your diploma, indicate "Hold for Pickup" as the diploma address. Main Campus diplomas will be in the Office of the Registrar, Rocket Hall, Room 1100. Health Science Campus diplomas will be in Mulford Library, Room 121,

Term:

If you will complete your degree requirements in the summer term and you wish to walk in the spring ceremony, **you should apply for summer** but submit your application by the fifth week of spring to have your name appear in the spring commencement program. College of Medicine students may choose to walk in the Main Campus December ceremony or the College of Medicine June ceremony. Indicate your preference on the application.

Degree:

List your degree and major accurately on this application. Please contact your department/college if you are unsure about this information.

Where to send your application:

Undergraduate Students:

Submit the completed application to The University of Toledo, Office of the Registrar MS 322, 2801 W. Bancroft St., Toledo, OH 43606-3390.

Graduate Students Main Campus:

Submit the completed application to The University of Toledo, College of Graduate Studies MS 933, 2801 W. Bancroft St., Toledo, OH 43606-3390.

Graduate Students Health Science Campus:

Submit the completed application to The University of Toledo, College of Graduate Studies MS 1042, Mulford Library Room 117, 3000 Arlington Avenue, Toledo, OH 43614.

Law Students:

Submit the completed application to The University of Toledo, Law College Registrar's Office MS 507, 2801 W. Bancroft St., Toledo, OH 43606-3390.

Other Important Information:

This application form is valid for one term only. **You must reapply for graduation if you are deferred from graduating for any reason.**

If you are earning **more than one degree**, you must complete an application for each degree.

