



# HOW TO APPLY FOR GRADUATION

## 1. Meet with your advisor

- You can meet in person or by phone
- Review your EDP together
- Make sure you can complete all requirements in time
- You and your advisor sign the application

## 2. Pay the application fee

- Take or send the application and your payment to the Student Accounts Office
- Your advisor will help with this step if you are off campus
- The Student Accounts Office will forward your paid application to the Office of the Registrar for processing

**Apply for the term when you will complete all your requirements, regardless of when you will walk in the Commencement ceremony!**

**More information at  
[www.maryhurst.edu/graduation](http://www.maryhurst.edu/graduation)**

MARYLHURST UNIVERSITY  
 OFFICE OF THE REGISTRAR  
 17600 Pacific Highway (Hwy. 43)  
 P.O. Box 261  
 Marylhurst, OR 97036-0261  
 503.699.6267  
 1.800.634.9982, ext. 6267  
 FAX: 503.697.5596  
 Email: registrar@marylhurst.edu



# APPLICATION FOR GRADUATION OR CERTIFICATE COMPLETION

Reg Rec'd \_\_\_\_\_ Date \_\_\_\_\_

ID # \_\_\_\_\_ Phone \_\_\_\_\_ Name \_\_\_\_\_  
(Exactly as it should appear on your diploma/certificate)

**Mail diploma/certificate to:**

Permanent address on file (log in to My Marylhurst to check or change your address)  
 Alternate address (will be used ONLY for your diploma or certificate) \_\_\_\_\_  
 \_\_\_\_\_  
(City) (State) (Zip Code)

**DEGREE OR CERTIFICATE**

**UNDERGRADUATE DEGREE**

Major(s) \_\_\_\_\_  
 Minor(s) \_\_\_\_\_  
 Concentration(s) \_\_\_\_\_

**GRADUATE DEGREE**

MA Applied Theology  MA Art Therapy Counseling  
 MAIS  MA Teaching  MBA  MDiv  
 Concentration(s) \_\_\_\_\_

**UNDERGRADUATE CERTIFICATE**

Program(s) \_\_\_\_\_  
 Check if Continuing Education (CEU) Certificate

**GRADUATE CERTIFICATE**

Program(s) \_\_\_\_\_

**ALL REQUIREMENTS FOR THIS DEGREE OR CERTIFICATE WILL BE COMPLETED BY THE END OF THE FOLLOWING YEAR AND TERM:**

Year \_\_\_\_\_  Fall  Winter  Spring  Summer

**REQUIRED SIGNATURES**

*By signing below, I affirm that I have reviewed the most current available EDP and believe that all graduation requirements will be met by the end of the indicated term. I understand that if any requirement is not met by the end of the indicated term, this application will be rolled forward to the following term and degree/certificate conferral will be postponed until the next conferral date.*

Student \_\_\_\_\_ Date \_\_\_\_\_

Advisor(s) \_\_\_\_\_ Date \_\_\_\_\_

**NON-REFUNDABLE FEE**

For a degree, degree and certificate(s), or double degree:  
 \$85 application fee  
 For one or more certificates only:  
 \$25 application fee

11/09

OFFICE USE ONLY

Reqs Met In: \_\_\_\_\_/\_\_\_\_ (Year/Term) Degree/Cert Posted On: \_\_\_\_\_ (date) by \_\_\_\_\_ (Authorized REG Staff)

Bottom Portion of Form to Be Removed After Payment Is Processed

METHOD OF PAYMENT

Cash/Check  VISA/MC # \_\_\_\_\_ Expires \_\_\_\_\_