

**APPLICATION FOR GRADUATION**

STUDENT ID# \_\_\_\_\_

**PRINT YOUR NAME EXACTLY AS YOU WISH IT TO APPEAR ON YOUR DIPLOMA**

**\*If your name and address are different in our system (BOSS), it is necessary to submit a change of Name/Address form.**

Name: \_\_\_\_\_  
(FIRST) (MIDDLE NAME OR INITIAL) (LAST)

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Baruch E-mail: \_\_\_\_\_@baruchmail.cuny.edu

Home Telephone #:(\_\_\_\_\_) \_\_\_\_\_ Business Telephone #: (\_\_\_\_\_) \_\_\_\_\_

**Date of Graduation:**  **February 2012** (finishing Fall 2011)  **June 2012** (finishing Spring 2012)  
 **September 2012** (finishing Summer 2012)  **February 2013** (finishing Fall 2012)

**Undergraduate**  
\_\_\_\_ Bachelor of Arts  
\_\_\_\_ Bachelor of Business Administration  
\_\_\_\_ Bachelor of Science

**Graduate**  
\_\_\_\_ Master of Arts  
\_\_\_\_ Master of Business Administration  
\_\_\_\_ Master of Public Administration  
\_\_\_\_ Master of Science  
\_\_\_\_ Master of Science in Education  
\_\_\_\_ Advance Certificate

Major/Specialization: \_\_\_\_\_

**Undergraduate Students Only:** An approved specialization form (B.A/B.S Degree ONLY) must be filed with the department in which you are majoring. If you have not filed one, do so immediately. Your graduation audit will not be completed until a copy of your specialization card is received in the Registrar’s Office.

**Graduate Students Only:** You must be enrolled or maintain matriculated status during the semester intended to graduate; otherwise, there will be a fee of \$170 (NYS Residents per semester) or \$280 (Non-Residents per semester).

**Please Read Before You Sign:** You will be notified ONLY through your Baruch Webmail account if there is a problem. If you have been deleted, you must file a new graduation application.

All requirements must be cleared before filing for graduation and the date the degree is conferred. This includes:

- Resolution of grades (INC, PEN, WA). Grades will not be changed after graduation.
- Submission of major project, thesis or comprehensive exams
- Permit and Study Abroad grades -- Official transcript from the host college must be submitted to Baruch. It is not recommended to go on Permit or Study Abroad during your last semester; it may jeopardize your graduation.

I have reviewed my Degree Works audit at <http://dgw.baruch.cuny.edu>, and have or will resolve all outstanding issues.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

=====For Office Use Only=====

CREDITS AT BARUCH \_\_\_\_\_ QUALITY POINTS \_\_\_\_\_ BARUCH GPA \_\_\_\_\_