



GRADUATE / PROFESSIONAL DEGREE APPLICATION

Type directly onto the form in each field, then print and sign it. Return the completed form to the Registrar's Office.

Name: _____ UR ID Number: _____
(LAST) (FIRST) (MIDDLE)

Home School: Graduate Business Law School School of Professional and Continuing Studies

Degree Seeking: _____

Date of Degree Conferral: January (*Law only*) May August December Year: 20__ __

CURRENT ADDRESS: _____

CITY, STATE, ZIP: _____

LOCAL PHONE: (____) _____

UR E-MAIL ADDRESS: _____

Diploma Name - *This is exactly how your name will appear on your diploma.*

First Middle Last

Print clearly and carefully. Include accents, spaces, capitalization, punctuation, and applicable suffixes.

Hometown - *This will appear in the commencement program.*

City State or Country if not USA

Prior Degree(s) and Institution(s) for Law and MBA candidates - *This will appear in the commencement program.*

Degree (e.g. B.A., B.S., etc.; do not list major(s)) Institution

Address and telephone where you can be reached after graduation (if different than above):

Check this box if this address will be your permanent address and will replace the address listed at the top of the form.

ADDRESS: _____ PHONE: (____) _____

Signature: _____ Date: _____

Additional Information:

1. Apply for graduation according to the following schedule:
 - a. May commencement, by the second Friday in September (Law and MBA) or the last day of October (SPCS) (spring re-entrants and December/January graduates- by the first Friday in February);
 - b. August graduation, by the third Friday in June.
2. If you do not graduate at the commencement you stated above, you MUST complete another degree application.
3. If you do not graduate on the date you stated above, please notify the Office of the University Registrar of any address change at registrar@richmond.edu.