



# Commencement Ceremony Request Form

Turn in this form to the Registrar's Office if you plan on participating in the yearly Commencement Ceremony. Please note that in addition you must turn in a Graduation Request Form in order to receive a diploma on time.

NAME: **TOM SMITH**  
Last/Family First Middle

STUDENT ID: **123456** PROGRAM: **MSCS** HOME PHONE: **408-123-3456**

STREET ADDRESS: **1234, STEVENSON AVE, APT # 123, SANTA CLARA, CA 12345**  
Street City State ZIP code

EMAIL: **tomsmith@gmail.com**

TERM YOU WILL GRADUATE: **2011**  Spring  Summer  Fall  
Year

HEIGHT: **5** **9** This is your height with shoes on. Women, this includes the height of any heels you might be wearing to the ceremony.  
feet inches

NOTE: The Commencement Ceremony is held once a year at the end of the Summer term. Students who completed their degree in the previous year or who are within nine units of graduating are eligible to participate. Students must sign up for the Commencement Ceremony by the deadline, usually two months before the ceremony, by turning this form into the Registrar's Office. Participation in the Commencement Ceremony does not guarantee that your degree requirements have been completed. Students are only allowed to participate in one ceremony per degree earned. Participation in the Commencement Ceremony is not mandatory.

STUDENT SIGNATURE: **TOM SMITH** DATE: **01/28/2010**

|   |                                 |
|---|---------------------------------|
| <b>FOR OFFICE USE ONLY</b>  |                                 |
| Received Graduation Request Form <input type="checkbox"/> Yes <input type="checkbox"/> No |                                 |
| <input type="checkbox"/> Approved   | <input type="checkbox"/> Denied |
| Reason: _____   |                                 |
| _____   |                                 |
| _____   |                                 |
| REGISTRAR'S SIGNATURE: _____ DATE: _____  |                                 |