

REQUEST FOR GRADUATION

Please return this form to:

Office of the Bursar
Thomas Edison State College
101 West State St.
Trenton, NJ 08608-1176

Dear Student:

Are you ready to graduate from Thomas Edison State College? In an effort to allow you to determine your graduation readiness, we have prepared a list for you to review to see if you are ready. Please review the following list carefully before you submit this form to ensure that you are truly ready for graduation.

1. You must be sure that all of your transcripts from external institutions have been received by Thomas Edison State College. The best way to check this is to review your most recent Program Evaluation and see if all the degree requirements have been met. If so, continue to #2 below. If not all requirements show as being met AND you have requested additional transcripts to be sent to us, please contact the Office of the Registrar at (609) 984-1180 to see if the transcripts have been received. Please be aware that the update of additional credits takes three to four weeks and you will be ineligible for the next graduation period if all credits are not received by the closing date for any graduating period (outlined below).
2. Please make sure that you have no outstanding financial obligations with the College. If you are not sure and wish to check, please call the Office of the Bursar at (609) 984-4099. Please be aware that the College also performs a final financial obligation clearance during the graduation readiness review process and you will be required to pay any additional fees on your account before graduating.
3. Students must be actively enrolled in order to apply for graduation.

You may not submit the Request for Graduation form until each of the applicable criteria above is met. If you submit the form before this time, we will return the form to you and you must resubmit it once you have satisfied all the academic and financial criteria.

Once you have met the above criteria, you are ready to submit the Request for Graduation form for one of the following graduation dates: **September, December, March or June.**

Deadline for submission of the form and all applicable payments is as follows:

Deadline for application submission:	Graduation:
• July 1st	September
• October 1st	December
• January 1st	March
• April 1st	June

Please print out the attached form, complete it and send it to the Office of the Bursar in accordance with the instructions on the form. The Bursar will accept the payment and forward the form to the Office of the Registrar. Once the Request for Graduation form is received, the Office of the Registrar will take the following steps:

1. An academic graduation readiness review will be conducted. We must review your completion of all the academic degree requirements. This graduation readiness review takes anywhere from three days if your file is complete when you submit the Request for Graduation form to three to four weeks if there are additional transcripts to be updated on your file. If there are additional transcripts to be updated, you most likely will be processed for graduation for the next graduation period.
2. If the academic graduation readiness review determines that there are remaining academic or financial requirements, your Request for Graduation form will be returned to you along with notification of what requirements remain unsatisfied.

Or

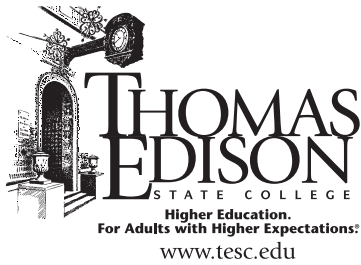
3. If the academic graduation readiness review determines that all requirements for graduation have been met, you will be notified by mail that you have been processed for graduation.
4. Your diploma will be ordered and it will be mailed to you along with a package of other information, including a final transcript and a letter certifying your degree. You may expect to receive these materials approximately two weeks after the official date of graduation.

The Thomas Edison State College Commencement Ceremonies: Students who graduate in December and March will be invited to participate in the College's Spring Commencement Ceremony held in April. Students who graduate in June and September will be invited to participate in the Fall Commencement Ceremony held in October. All eligible graduates will receive a letter of invitation via email for their respective Commencement Ceremony. The entire College family looks forward to seeing all of our graduates at the ceremony, so please consider joining us. If you have any questions, please contact the Office of the Registrar at (609) 984-1180 or via email at registrar@tesc.edu.

Sincerely,



Sharon C. Smith
Registrar



Request for Graduation Form

Please return this form with \$272 to:

Office of the Bursar
Thomas Edison State College
101 West State St.
Trenton, NJ 08608-1176

SECTION 1: REQUEST FOR GRADUATION

College ID #: _____

Degree Applied For: _____

Area of Study, Concentration, Option: _____

SECTION 2: GENERAL INFORMATION

Please print your full name as it should appear on your diploma. If this is a name change from what is in our official records, you must provide a notarized copy of your marriage license, divorce decree or verification of legal name change.

First Name: _____ Last Name: _____ Middle Name: _____

Current Address. If this is a change in address, please check here .

Street: _____

City: _____ State: _____ Zip/Postal Code: _____ Country: _____

Home Phone: _____ E-mail Address: _____

Work Phone: _____ Non-Military E-mail Address: _____

Name of Employer: _____ Job Title: _____

Address of Employer

Street: _____

City: _____ State: _____ Zip/Postal Code: _____ Country: _____

SECTION 3: ACADEMIC RECORDS INFORMATION

If there are transcripts that you believe have been received by the College but have not yet been updated to your program evaluation, please write the name of the institution and the number of credits below. Please be aware that this will delay the processing of your file for graduation.]

Student Certification: I certify that, since enrolling at Thomas Edison State College, I have not received nor am I a candidate for this or a similar degree at another institution. I also certify that, to the best of my knowledge, I have completed all of my degree requirements and satisfied all of my financial obligations.

Student Signature (required): _____ Date: _____

SECTION 4: GRADUATION FEE INFORMATION

The graduation fee is \$272. Please make checks payable to Thomas Edison State College. If you are paying by credit card, you may fax this form to the Office of the Bursar at (609) 984-4066.

Please return this form with \$272.00 to: Office of the Bursar
Thomas Edison State College
101 W. State St.
Trenton, NJ 08608-1176

Check Money Order American Express VISA MasterCard Discover

Account #: _____ / _____ / _____ / _____ Expiration Date: _____