

## Application for Bachelor's Degree and Diploma

You may apply to graduate once you have completed 90 units (work-in-progress is counted in the total) or approximately one year before your planned graduation date. Apply online through your CSUN Portal if possible. Second bachelor's degree candidates, discontinued students, or those unable to apply online must use this form (see instructions, page 2). A \$47 processing fee is due when applying; a \$10 late fee is assessed after the deadlines at [www.csun.edu/current-students/graduation/calendar](http://www.csun.edu/current-students/graduation/calendar). Please see payment information on page 2, Step 6, of this form.

**Anticipated Date of Graduation:** ☐ Fall Year: \_\_\_\_\_ ☐ Spring Year: \_\_\_\_\_ ☐ Summer Year: \_\_\_\_\_

Name: \_\_\_\_\_ CSUN ID: \_\_\_\_\_

**Diploma Mailing Address** (if different from primary address):

Address: \_\_\_\_\_ Message Phone: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Email: \_\_\_\_\_

Official university communication is sent to your CSUN Gmail.

**DIPLOMA NAME:** For your diploma, you may request a first, middle and/or last name different from your Primary/Legal name in the University record, *but your official CSUN transcripts will use your Primary/Legal name*. Print or type your name below as you wish it to appear on your diploma and include any appropriate diacritical marks (~, ^, ` , etc.). Clearly indicate the position of diacritical marks to avoid misspellings.

Diploma Name \_\_\_\_\_  
First name Middle name or initial Last name

**GRADUATION REQUIREMENTS & DEADLINES:** I have reviewed and understand the instructions on page 2 of this application form. I also understand that my application is valid for **only 30 days** from the date signed by the major/minor advisor(s).

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

**DEGREE OBJECTIVE** ☐ BA ☐ BS ☐ BM ☐ 2nd BA/BS/BM (departmental evaluation required)

Primary Major: \_\_\_\_\_ Option: \_\_\_\_\_  
Only approved option, concentration, speciality or emphasis.

**Major Catalog Year:** \_\_\_\_\_ **Major Code:** \_\_\_\_\_

Advisor: \_\_\_\_\_ Date: \_\_\_\_\_  
Authorized major advisor signature required **valid for 30 days**

Secondary Major: \_\_\_\_\_ Option: \_\_\_\_\_  
Only approved option, concentration, speciality or emphasis.

**Major Catalog Year:** \_\_\_\_\_ **Major Code:** \_\_\_\_\_

Advisor: \_\_\_\_\_ Date: \_\_\_\_\_  
Authorized major advisor signature required **valid for 30 days**

Minor: \_\_\_\_\_ **Minor Catalog Year:** \_\_\_\_\_ **Minor Code:** \_\_\_\_\_

Advisor: \_\_\_\_\_ Date: \_\_\_\_\_  
Authorized minor advisor signature required **valid for 30 days**

Minor: \_\_\_\_\_ **Minor Catalog Year:** \_\_\_\_\_ **Minor Code:** \_\_\_\_\_

Advisor: \_\_\_\_\_ Date: \_\_\_\_\_  
Authorized minor advisor signature required **valid for 30 days**

### OFFICE USE ONLY - Undergraduate Degree Services

Degree Status \_\_\_\_\_ ☐ Hon - N/A ☐ 1=Cum Laude ☐ 2=Magna ☐ 3=Summa ☐ 2nd Bachelors

# Application for Bachelor's Degree and Diploma Instructions

You may **apply for graduation online through your CSUN Portal and the SOLAR Student Center** approximately one year prior to your planned graduation date as long as you have declared a major, have 90 units (including work-in-progress), and have completed at least one semester of course work in residence at CSUN. If you are a second bachelor's degree candidate, a discontinued student, or unable to submit an application through your portal, please use this form to apply for graduation (see steps below).

- STEP 1** Get an overview of the graduation process by reviewing "When and How to Apply for the Bachelor's Degree" and "Graduation FAQs" at [www.csun.edu/current-students/graduation/bachelors](http://www.csun.edu/current-students/graduation/bachelors).
- STEP 2** Download, complete and print page 1 of this Application for Bachelor's Degree and Diploma. Leave the major or minor program codes and advisor signature/date fields blank.
- STEP 3** Schedule an appointment with your major advisor and minor advisor if any. Take your completed application to your appointment along with the following documents:
- First Bachelor's Degree Candidates*: Plan your remaining course work using the Degree Progress Report (DPR)/Planner. Print your DPR Plan and bring it to your advisement session. For help, see [www.csun.edu/current-students/plan-your-degree](http://www.csun.edu/current-students/plan-your-degree).
  - Second Bachelor's Degree Candidates*: Bring a copy of your "department evaluation" to the meeting. The DPR Plan is not available for second bachelor's degree students at this time.
- STEP 4** Review your planned course work with your major/minor advisor(s). Obtain their signatures for the major, second major, and/or minor(s) on this application. The application is valid for **only 30 days** from the date signed by the major/minor advisor(s).
- STEP 5** With your completed application, attach the following documents as appropriate:
- First Bachelor's Degree Candidates*: Include a copy of your DPR Plan showing your planned courses.
  - First Bachelor's Degree majoring in Journalism or Kinesiology without a declared major option*: Include a copy of your department evaluation and your DPR Plan.
  - Second Bachelor's Degree Candidates*: Include a copy of your department evaluation.
- STEP 6** Mail the application, attached documents, and a check made payable to "CSUN" to the Office of the Registrar, Undergraduate Degree Services (see address on page 1 of this form) before your application deadline, published at [www.csun.edu/current-students/graduation/calendar](http://www.csun.edu/current-students/graduation/calendar).
- A **\$10 late fee** will be assessed if applying after the [graduation application filing deadline](#). Applying late may also **delay receipt** of your **graduation evaluation** and your graduating senior status priority **registration appointment** time. Commencement participation could also be affected.
- STEP 7** Degree candidates with graduation dates in catalog years 2023 and later must meet the Graduation Writing Assessment Requirement (GWAR) before their graduation date. Please consult with your academic advisor if you have questions. To learn more, visit <https://catalog.csun.edu/policies/graduation-writing-assessment-requirement-gwar/>.
- STEP 8** Check your CSUN Gmail account for a message from one of our graduation advisors, who will review your academic records and notify you when your graduation evaluation is ready, approximately eight (8) weeks after you file this application.