



Application for Bachelor's Degree and Diploma

You may apply to graduate once you have completed 90 units (including work-in-progress) or approximately one year before your planned graduation date. Apply online through myNorthridge Portal if possible. Kinesiology majors, Liberal Studies majors, 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/admissions-records/uds/calendar. Please pay at University Cash Services by cash, check, money order or debit card. Credit cards are not accepted.

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: The FIRST and LAST name must be the SAME as the name on your University records. First and middle names may vary in length. For example, if your record reflects an initial for your first or middle name, you may indicate your full name for diploma printing purposes. Do not submit a name change form for the purpose of including your full middle name in place of the middle initial. Print your name 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 (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 through myNorthridge Portal and the SOLAR Student Center** approximately one year prior to your planned graduation date as long as you have declared a major, completed 90 units (including work-in-progress), and completed at least one semester of course work in residence at CSUN. If you are a Kinesiology major, Liberal Studies major, second bachelor's degree candidate, a discontinued student, or unable to submit an application through your portal, please use this form (see steps below) to apply for graduation.

- STEP 1** Get an overview of the graduation process by reviewing the Graduation Checklist at **www.csun.edu/admissions-records/uds/graduation-checklist**
- STEP 2** Print and complete page 1 of this Application for Bachelor's Degree and Diploma.
- 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/admissions-records/degree-planning-tools**
 - 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*: 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** File the application and attached documents with Undergraduate Degree Services in Bayramian Hall Room 170 before your application deadline, published at **www.csun.edu/admissions-records/uds/calendar**. Once approved, you will then need to pay the \$47 processing fee at the University Cash Services counter. Please note: Methods of payment accepted at the University Cash Services counter include cash, check, money order or debit card. Credit Cards are not accepted.
- A **\$10 late fee** will be assessed if applying after the 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 must pass the Upper Division Writing Proficiency Exam before their graduation date. For test dates: **www.csun.edu/undergraduate-studies/UDWPE/test-and-registration-dates**
- STEP 8** Check your CSUN Gmail account for a message from a graduation advisor, who will review your academic records and notify you when your graduation evaluation is ready, approximately eight (8) weeks after you file this application.