

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. 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: The **LAST** name must be the **SAME** as the name on your University record. *NOTE: If you choose to use a First and/or Middle name different from what is on your University record (Primary Name), this will differ from the name(s) that appear on your official CSUN transcripts. 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 (departmental evaluation required)

Primary Major: _____ Option: _____
Major Catalog Year: _____ **Major Code:** _____ Only approved option, concentration, speciality or emphasis.

Advisor: _____ Date: _____
Authorized major advisor signature required valid for 30 days

Secondary Major: _____ Option: _____
Major Catalog Year: _____ **Major Code:** _____ Only approved option, concentration, speciality or emphasis.

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.
- 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/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*: 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.
- 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 beyond 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.