

Application for a Certificate or Degree

Use this form to apply for a Certificate or Degree and as a request to review your completed graduation requirements. We will notify you that you have either completed the requirements for your degree or if there are outstanding requirements that still need to be met.

1. Complete and submit this form to Graduation Services by the end of the fourth week of the term prior to the term in which you expect to complete graduation requirements.
 - a. You will receive an email to your MyChemeketa prior to registration of your final term if received by this deadline. If submitted after the deadline, this may take up to 7-10 weeks to process.
 - b. In order for your name to appear in the commencement ceremony program, please visit the Commencement Ceremony page for the due date. <https://www.chemeketa.edu/students/student-services/graduation-services/commencement-ceremony/>
 - c. Only submit this application if you are within 2 terms of completing requirements for your program.

Student ID (K#): Date of Birth (mm/dd/yyyy): _____

Name (as it appears in our records): _____
Last First Middle

Diploma Name (**PRINT EXACTLY** as you want it to appear on your diploma.): _____

Mailing Address: _____
Street City State Zip

Phone Number with Area Code: _____ Cell Phone: _____ Home Phone: _____

Select the term in which you will complete your program: Fall Winter Spring Summer Year _____

Indicate degree (**Choose ONE. If completing more than one certificate/degree fill out a separate application**):

- Associate of Arts Oregon Transfer (2 year)
- Associate of General Studies (2 year)
- Associate of Science (2 year)
- Associate of Science/Oregon Transfer in Business (2 year)
- Associate of Science/Oregon Transfer in Computer Science (2 year)
- Certificate of Completion in _____
- Associate of Applied Science in _____

Catalog Year to be used for evaluation: _____ 'catalog year' is typically the year you began taking courses to meet your program requirements.

(If your studies are interrupted by two years or more, or if your course of study extends beyond five years, graduation requirements may have changed and you may have to complete additional requirements.)

Do you have transfer credits to apply toward your certificate/degree that have **not** already been transferred in? Yes No
If yes, from where? _____

Do you have any substitutions to apply towards this certificate/degree? Yes No

*** Once certificate or degree information has been posted to your account, we are unable to remove it.**

Student Signature: _____ Date: _____