



ST. JOHN'S COLLEGE – UNIVERSITY DIVISION  
APPLICATION FOR DEGREE COMPLETION

STUDENT NAME: \_\_\_\_\_  
Last Name First Name Middle Name

\* Kindly write your name exactly as you would like it to appear on your diploma. Your name will be verified against the official record on file, and any changes since enrollment must be supported by a legal document.

ADDRESS: \_\_\_\_\_ CITY/TOWN: \_\_\_\_\_

PHONE: (cell) \_\_\_\_\_ (home) \_\_\_\_\_ (work) \_\_\_\_\_

SJC EMAIL ADDRESS: \_\_\_\_\_@sjc.bz PERSONAL EMAIL ADDRESS: \_\_\_\_\_

PLEASE COMPLETE ALL SECTIONS THAT APPLY:

1. I am applying for a bachelor's degree in the following area of study: \_\_\_\_\_
2. My major at the time of graduation is: \_\_\_\_\_
3. Community service hours completed: \_\_\_\_\_ hours Time Card Submission Date: \_\_\_\_\_
4. My proposed semester of completion is: ☐ May ☐ Summer ☐ December Year: \_\_\_\_\_  
\*Deadline to submit application for completion in May- last Friday in October  
\*Deadline to submit application for completion in summer or December- the last Friday in March
5. I plan to participate in the commencement exercise scheduled for the current academic year. ☐ YES ☐ NO

Students who miss the above mentioned submission deadlines will have a two-week late submission period, with a non-refundable \$100 fee. Applications submitted after this period will be processed until the next graduation cycle. In submitting this application to the Office of Admissions & Records Management for the above degree, I hereby confirm that the information provided above is correct and complete.

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

\_\_\_\_\_  
Date (mm/dd/yyyy)

\_\_\_\_\_  
Registrar's Signature

\_\_\_\_\_  
Date (mm/dd/yyyy)

- Kindly note that completion of this form is mandatory **EVEN IF YOU DO NOT INTEND TO PARTICIPATE IN THE GRADUATION CEREMONY**. The college will not be held liable if your name does not appear on the official graduation list due to failure to submit this form by the scheduled deadline.
- Payment of the graduation fee must have been made at the Finance Office before submission of this form at the ARMO.
- Upon completion of processing, a notification is sent to your SJC email address **ONLY** to collect your official response letter at the ARMO.
- Students who fail to meet graduation requirements during the initial submission period must reapply for degree completion.

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FOR OFFICIAL USE ONLY

Finance Office: \_\_\_\_\_

Receipt # \_\_\_\_\_ Date: \_\_\_\_\_

Office of Admissions & Records: \_\_\_\_\_

Date: \_\_\_\_\_