

Instructions for Submitting a Diploma Application for Spring, 2017

If you plan on graduating this upcoming spring (diploma date of May 19, 2017), you must submit a diploma application. The diploma application can be found by logging in to SURFS and going to the *Student Records* section (see steps below). Please be sure to select the appropriate degree and term (Spring, 2017). The application will take less than 2 minutes of your time.

1. Log in to **SURFS**.
2. Click the **Student** tab.
3. Click **Student Records**.
4. Click **Application for Diploma/Certificate**.

You cannot graduate or receive a diploma/certificate unless this application is submitted. Please submit your diploma application as soon as possible.

Thank you.

Select degree for which you are applying:
*Degree:

If Graduate School:
Select Program: ← Leave blank unless applicable

If Nursing Masters or Certificate:
Select Concentration: ← Leave blank unless applicable

*Student ID (or last 4 digits of SSN): ← Format of student ID:
@00000000

***NAME AS YOU WANT IT TO APPEAR ON YOUR DIPLOMA/CERTIFICATE:**
If this name is different from your registered name, your University record will be changed to your graduation (diploma) name.
Enter "None" if you have no middle name. ← You must enter a middle name or type "None"

First, Middle, Last

Registered Last Name if different from above:

Current telephone number: - -

Diploma/Certificate Mailing Address:
*Number/Street
*City *State *Zip Code -

*Expected Date of Graduation: () Spring () Summer () Fall , *Year ← Be sure to type the correct year!

*(Required for email confirmation)E-mail Address: