	Reference No.: BatStateU-FO-REG-10	Effectivity Date: May 18, 2022	Revision No.: 02

APPLICATION FOR GRADUATION

STUDENT INFORMATION

SURNAME:	FIRST NAME:	MIDDLE NAME:	EXTENSION NAME: *(if applicable)*

SR CODE:	BIRTHDATE: (MM/DD/YYYY)	PLACE OF BIRTH:

HOME ADDRESS: _____ _____	ZIP CODE:
	CONTACT NUMBER:
	EMAIL ADDRESS:

SECONDARY SCHOOL GRADUATED:		YEAR GRADUATED:	
ELEMENTARY SCHOOL GRADUATED:		YEAR GRADUATED:	

DATE OF GRADUATION:	☐ DECEMBER, 20____	☐ MAY, 20____	☐ MIDTERM, 20____

COLLEGE:	
PROGRAM:	
MAJOR:	

Requested by:	Evaluated by:
_____ Signature over Printed Name of Student Date Signed:	_____ Signature over Printed Name of Registrar's Staff Date Signed:
Reviewed by:	Approved by:
_____ Signature over Printed Name of College Dean/ Head, Academic Affairs Date Signed:	_____ Signature over Printed Name of Authorized Official Designation: Date Signed:

DATA PRIVACY AGREEMENT:

☐ In submitting this form, I agree that my details be utilized for evaluating my academic records and for other purposes relevant to my graduation. I also agree that the information I have indicated in this form be made available to the university, and to other external agencies, groups and individuals for scholastic, research and employment purposes.

_____
Signature over Printed Name of Student

REMINDER: It is understood that should this application be approved, the candidate MUST COMPLY WITH ALL THE REQUIREMENTS FOR GRADUATION before the Academic Council Meeting such as:
1. Photocopy of the Approval Sheet of Thesis/Dissertation
2. Certificate of Submission of hardbound copy of thesis in the Library

PROCEDURE

1. Secure and fill-out completely the Application for Graduation Form.
2. Go to the Registrar's Office for Evaluation.
3. Proceed to your Dean's Office for the review of the application.
4. Submit the application form to the Registrar's Office.
5. Wait for the confirmation of the Registrar's Office regarding the status of application.
6. After the confirmation, pay the required fees.
7. Submit to the Registrar's Office the receipt of payment for recording.