Montclair State University Office of the Registrar

APPLICATION FOR GRADUATION-FINAL AUDIT

In order to be evaluated for completion of program requirements and become eligible for degree, certificate or recommendation for teacher certification, students must apply to the Office of the Registrar according to the following deadlines:

June 1 for January graduation

October 1 for May graduation March 1 for August graduation

Students should meet with their Advisor(s) every semester and check their Analysis of Academic Progress on WESS regularly. Students should not wait to receive their Final Audit before registering for their final semester. A Final Audit will be mailed to the student's **permanent address** within 2 months of the filing deadline and no later than December for May completion, May for August completion and August for January completion.

Students should check their permanent address on WESS and update accordingly.

Failure to do so may result in a late audit or not receiving one at all. You must also periodically check

WESS for any outstanding financial obligations.*

(*A one-time \$75 University Commencement Fee will be charged to the accounts of degree candidates.)

{Do Not Submit Payment With This Form}

To submit the Graduation-Final Audit application:

1. Fill in your name **EXACTLY** as it should appear on the diploma/certificate/certification.

Appropriate spacing and punctuation, including upper and lowercase letters, accent marks, periods, hyphens, suffixes, etc. must be clearly identified. First and last names must match University Records. If your name has changed, please see the "Change of Name" form on our website.

NOTE: If you are unable to include special accent marks via online submission, you must submit a form as described below in **2B**.

- 2. To submit online, by mail or in person:
 - A) To submit online (MSU student email serves as signature):

Download and fill in the application using <u>Adobe Reader</u>. Then, save as a pdf file and send as an attachment from an MSU student email account to <u>registrar@mail.montclair.edu</u>. Applications received from non-MSU email address will not be considered.

B) To submit by fax, mail or In-person delivery:

Complete, print, and sign form (student signature is required)

Montclair State University Office of the Registrar College Hall, Room 204 Montclair, NJ 07043 Fax (973)655-7371

Rev. Sep' 14

CWID:	Fill in year of expected graduation:
<u>Do Not</u> Use All Capitals When Entering Informaton Below. (John O'Neil=Correct JOHN O'NEIL=Incorrect)	AUG 20 JAN 20 MAY 20
	BACHELORS DEGREE BACHELORS DEGREE w/ NJ Certification 호
FIRST NAME	BACHELORS DEGREE w/ NJ Certification MASTERS DEGREE MASTERS DEGREE w/ NJ Certification DOCTORAL DEGREE
MIDDLE NAME(S), INITIALS &/OR MAIDEN NAME	NJ CERTIFICATION University CERTIFICATE Fill in code for the major(s) and minor(s) you have
TEACHER CERTIFICATION STUDENTS:	Fill in code for the major(s) and minor(s) you have declared and will complete by the date listed above.
List the NJ certification(s) you expect to receive	For a list of major and minor codes please click here
Complete the following:	
Have you received a Final Audit from this office for a previous graduation date? Yes No	First Major/Conc. Second Major/Conc.
2. Have your records at the University ever been under a name other than the name you have indicated on this application? If yes, please indicate prior name:	List Specialization/emphasis area, if applicable below:
PLEASE	
SIGN	First Minor Second Minor
HERE Signature Date (MM/DD/YY) (**If sent from your MSU Email, you may type in your name and date**)	University Certificate