

Submit at least three months before the intended date of graduation. Mail to: Eastern University, Office of the Registrar, 1300 Eagle Road, St. Davids, PA 19087; Fax: 610-341-1707 or Email scanned form to registra@eastern.edu



Intent to Graduate

Name: _____ Student ID #: _____

Address: _____

Phone: _____ Email: _____

Please make this my permanent address of record

1. **Degree Date** I plan to finish my coursework by the following date:

January March May August October December Year _____
(Degrees are conferred on the 31st of the months listed above)

2. **Commencement** Commencement exercises are held in May of each year. Students who will complete all requirements by May 31st will be eligible for commencement. Students who will finish during the summer can request to participate early.

I plan to participate in commencement I do NOT plan to participate in commencement

I will finish during the summer and wish to participate in the ceremony the preceding May.
(Additional paperwork will be required)

3. **Diploma Name**

I would like my name printed on my diploma as follows: (PLEASE PRINT CLEARLY)

First Middle Last

Alternate Address for diploma mailing (if different than above): _____

4. **Changes**

I certify that all the information above is correct and agree to notify the Registrar's Office of any changes in writing. Students who fail to graduate as scheduled and do not remove themselves from the commencement list will not be eligible to participate in a future commencement ceremony.

Signature (no typed signatures)

Date

Eligibility for graduation will be confirmed by the Registrar's Office via email. If not already included in program tuition, eligible students will be billed for the non-refundable graduation fee, payable even if not participating in commencement. If you have questions, please email registra@eastern.edu.