SOUTHERN STATES
UNIVERSITY

Petition to Graduate

Application and Degree Verification: To graduate from SSU, you must meet all academic requirements, satisfy all financial obligations and complete this form. This form may be submitted after *__all coursework has been completed and final grades are posted.__* Please allow 30-45 days from the time you submit this petition to audit your degree and obtain your diploma.

Date of Request:_____ _____

Student Name:_____ _____

Student ID:_____ _____

What program did you complete?

[ ] Bachelor of Business Administration   [ ] Master of Business Administration

Have you completed all of your coursework and are your final grades posted?

[ ] No   [ ] Yes

Have you made all of your payments for your diploma including the graduation fee?

[ ] No, please bill me for the required fees.   [ ] Yes

      ($150 for graduation fee)

Name As You Want It to Appear on Diploma *(Print legibly or your diploma may be misspelled)*

_____

How do you want to receive your diploma?

[ ] San Diego- Fashion Valley Campus (free)

[ ] Newport Beach Campus (free)

[ ] Delivered to a US address (Domestic Courier fee is $25)

      Address:_____

[ ] Delivered outside of the US address (International Courier fee is $85)

      Address:_____

Student Signature *(Original signature only)*

*Upon completion, please email this form to the Registrar at wdu@ssu.edu in PDF format.

All other formats will be rejected.

FOR OFFICE USE ONLY

Paid in Full, including Graduation Fee:

Bursar:_____Initials:_____Date: _____

Student File is Complete:

Registrar:_____Initials:_____Date: _____

Program Completed:
( ) BBA – Bachelor of Business Administration
( ) MBA – Master of Business Administration

Approval:

Designated School Official:

Name	Signature	Date

Chief Academic Officer:

Name	Signature	Date

Chancellor:

Name	Signature	Date

How diploma was released: _____

Authorization: _____ _____
                        Name   Signature