### University Registrar’s Office

#### Phone:412-268-1922

commence@andrew.cmu.edu

[www.cmu.edu/es](http://www.cmu.edu/es)

##  Bachelor Degree Graduation Certification Form

This form, when signed, certifies that the below named student has completed all of the requirements for either the degree, additional major and/or minor stated below. A diploma will be ordered when the primary major as well as any additional major(s) and/or minor(s) are certified for the same certification date. This form is applicable to May graduates **only**. Please sign and return this form to the University Registrar's Office via email at commence@andrew.cmu.edu.

# STUDENT INFORMATION

Student Andrew ID:

Student Name:

Last First and/or Preferred MI

Primary College: Primary Department:

**CERTIFICATION INFORMATION**

Student’s Diploma Name:

Primary Degree:

Examples: Bachelor of Science in Chemical Engineering, Bachelor of Fine Arts in Music Performance (Violin), Bachelor of Architecture

Certification Date (check one ):\* May August December Year

\*If degree was certified more than one year ago, a memo signed by the department head is required.

*(*example 2014)

Additional Major(s):

Applicable to undergraduates only.

Certification Date (check one) : May August December Year

*(*example 2014)

Minor(s):

Applicable to undergraduates only.

Certification Date (circle one): May August December Year

*(example 2014)*

**Reason for Late Certification (REQUIRED):**

**HONORS:**

Check all that apply:

University

College

**Associate Dean’s Office signature required.**

Honors Thesis Title (if applicable):

**DELIVERY INFORMATION**

**Please Note:** There is no pick-up option for August/December diplomas, and we do not mail diplomas to academic departments or SMC Boxes. Additionally, a Diploma Delivery Address must be available in S3; we will not mail to Permanent Addresses.

Mail diploma to student **(be sure address on S3: Degree Certification is correct)**? YES NO

If not correct, use this address instead:

Student personal (non-Andrew) email address:

Student phone number (required for international addresses):

# REQUIRED SIGNATURES

Print Department Contact Name:

Print Department Head Name:

Department Head Signature:

Phone:

Date:

mm/dd/yyyy

URO-UGcert 1/2021

#### cmu.edu/es

Master Degree Graduation Certification Form

This form, when signed, certifies that the below named student has completed all of the requirements for either the degree stated below. A diploma will be ordered when the degree is certified for the same certification date. This form is applicable to May graduates **only**. Please sign and return this form to the University Registrar's Office via email at commence@andrew.cmu.edu.

# STUDENT INFORMATION

Student Andrew ID:

Student Name:

Last First and/or Preferred MI

Primary College: Primary Department:

**CERTIFICATION INFORMATION**

Student’s Diploma Name:

Degree:

Examples: Master of Science in Computer Science, Master of Arts in Professional Writing, Master of Human-Computer Interaction

Certification Date (check one ):\* May August December

\*If degree was certified more than a year ago, a memo signed by the department head is required.

Year

(example 2014)

Masters Thesis Title (if applicable ):

(Tepper School of Business ONLY) University Honors?

YES

NO

**Reason for Late Certification (REQUIRED):**

**DELIVERY INFORMATION**

**Please note:** There is no pick-up option for August/December diplomas, and we do not mail diplomas to academic departments or SMC boxes. Additionally,

a Diploma Delivery Address must be available in S3; we will not mail to Permanent Addresses.

Mail diploma to student **(be sure address on S3: Degree Certification is correct)**? YES NO

If not correct, use this address instead:

Student personal (non-Andrew) email address:

Student phone number (required for international students):

# REQUIRED SIGNATURES

Print Department Contact Name: Print Department Head Name: Department Head Signature:

Phone:

Date:

mm/dd/yyyy

URO-mastercert 1/2021

#### [www.cmu.edu/es](http://www.cmu.edu/es)

Doctoral Degree Graduation Certification Form

This form, when signed, certifies that the below named student has completed all of the requirements for either the degree stated below. A diploma will be ordered when the degree is certified for the same certification date. This form is applicable to May graduates **only**. Please sign and return this form to the University Registrar's Office via email at commence@andrew.cmu.edu.

# STUDENT INFORMATION

Student Andrew ID:

Student Name:

Last First and/or Preferred MI

Primary College: Primary Department:

**CERTIFICATION INFORMATION**

Student’s Diploma Name:

Degree:

Example: Doctor of Philosophy in Public Policy and Management

Certification Date (check one)\*

May

August

December

Year

*(example 2014)*

\*If degree was certified more than a year ago, a memo signed by the department head is required.

Doctoral Advisor(s):

Ph.D. Thesis Title:

**Reason for Late Certification (REQUIRED):**

**DELIVERY INFORMATION**

**Please Note:** There is no pick-up option for August/December diplomas, and we do not mail diplomas to academic departments or SMC boxes. Additionally, a Diploma Delivery Address must be available in S3; we will not mail to Permanent Addresses.

Mail diploma to student **(be sure address on S3: Degree Certification is correct)**?

YES

NO

If not correct, use this address instead:

Student personal (non-Andrew) email address:

Student phone number (required for international students):

# REQUIRED SIGNATURES

Print Department Contact Name: Print Department Head Name: Department Head Signature:

Phone:

Date:

mm/dd/yyyy



URO-doctoralcert 1/2021