



Graduate Application for Graduation

Graduate School

Station 24 | 1500 S Ave K | Portales, NM 88130

Phone: 575.562.2147 | Fax: 575.562.2500 | graduate.school@enmu.edu

Please submit this application by the deadline for the semester you plan to graduate; this form and additional information are also available online at enmu.edu/GradInstructions.

Application Deadlines

Fall applications: Oct. 31

Spring applications: March 31

Summer applications: July 1

Graduation Application Procedures for Graduate Students

1. Submit the student survey online at enmu.edu/GradSurvey.
2. Save this PDF to your computer.
3. Type sections 1, 2 and 3 then save, print and sign form.
3. Submit fee to the cashier in the Administration Building (ADM) or pay by phone with a credit card by calling 575.562.2619.
4. Submit completed, signed form to your graduate coordinator. Do not submit your graduation application form to the Graduate School.
5. Documentation of all graduation requirements, such as grade changes, course repeat forms and transcripts for transfer students, must be submitted two weeks prior to the end of the semester. Please contact your graduate coordinator regarding these materials, if necessary.
5. If you plan to march in the commencement ceremony, contact the ENMU Campus Bookstore at 575.562.2715 or enmu.edu/Bookstore about purchasing regalia.
7. Contact your graduate coordinator if you have any questions or concerns.

Mandatory Graduation Fees

Submit fees to the cashier in the Administration Building Lobby, or pay by phone with a credit card by calling 575.562.2619.

Application processing fee \$30 **Late fee** **additional \$50**

Optional Diploma Fee Services

Overnight UPS **\$25**

Your diploma will be mailed via overnight shipping; diplomas are mailed a minimum 4-6 weeks from your date of graduation.

International UPS (provides tracking number) **\$60**

You will need to stop by the office of the registrar to fill out an envelope if your diploma is being sent internationally, regardless if you want to use UPS.

Diploma Cover Shipping Fee **\$11**

If you do not attend Commencement, we can mail your diploma cover to your diploma mailing address upon request. If you participate in Commencement, you will receive your cover when your name is announced.

Notes/Disclaimer

1. Graduation information will only be sent to your ENMU email address. We will process your application during the final semester you take courses (as indicated on the back of this form).
2. Your degree will be conferred and posted to your official ENMU transcript within 13 business days following Commencement. If you place your order with StudentClearinghouse.org now and select "hold for degree," your transcript will automatically be processed after 13 business days. You can pay the \$7 ENMU Transcript Fee directly on the Student Clearinghouse website.
3. Diplomas will be mailed out approximately 4-6 weeks from the date of Commencement; you will receive an email the day we mail your diploma.
4. ENMU diplomas list degree and major. Concentration areas are only listed on B.A.A.S. and B.U.S. diplomas, but are, however, included on all official transcripts. View diploma formats online at enmu.edu/Diplomas.
5. The diploma will be sent to the diploma mailing address you indicate on the following page. If your diploma is being sent internationally, you will need to stop by the Office of the Registrar to write your address on an envelope for customs processing.
6. If you need to change your diploma mailing address (or any other graduation information) after submitting your application, please email registrar.office@enmu.edu from your ENMU email account; include your ENMU ID number and your request.
7. If you are denied graduation, you will need to reapply and pay the application processing fee again.

Section 1: Student Information

Student name as it should appear on diploma: _____
First Middle name/initial Last

ENMU ID number: _____ ENMU email: _____

Diploma mailing address (diplomas will be mailed out approximately 4–6 weeks from the date of Commencement):

Street City State ZIP

Phone number: _____ Hometown newspaper: _____

Are you a veteran of the U.S. armed forces (Active duty, retired, National Guard, reserves, etc.)? Yes No

Section 2: Student Records Information (The following items are supported by your degree plan.)

College: _____ Degree sought: _____ Major: _____

If writing thesis, give title:

Committee chair: _____

Currently enrolled? Yes No If currently enrolled, list courses in progress: _____

Final semester: Fall 20 _____ Spring 20 _____ Summer 20 _____

List incomplete grades and/or other outstanding requirements such as comprehensive examinations, thesis and thesis defense:

Section 3: Commencement Information

Do you plan to participate in Commencement? Yes No (If no, skip to Section 4)

When do you plan to participate in Commencement? Fall (fall graduates only) Spring (spring graduates only)

There is no summer Commencement. If you graduate in the summer, you can choose to participate in either the preceding Spring Commencement or following Fall Commencement as long as you meet the application deadline for your chosen semester.

Campus where you will walk in Commencement: ENMU-Portales ENMU-Ruidoso (spring only) ENMU-Roswell

Note: All orders for caps and gowns should be made through the ENMU Campus Bookstore, enmu.edu/Bookstore. The Office of the Registrar does not distribute graduation regalia.

Section 4: Acknowledgement and Signature

I have read and understand the deadline schedule, application procedures, fee information and notes/disclaimers noted on this form.

I understand the Office of Financial Aid will automatically cancel any financial aid awarded for future semesters when my name appears on the graduation list.

I understand if I do not intend to continue my education at ENMU, I must contact my Financial Aid officer.

I have read and understand if I fail to complete the remaining requirements of my degree plan, I forfeit my right to graduate.

Student signature
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Date

Graduate coordinator signature

Date
PN3729 • 10/19