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. You can submit this form after all ***coursework is completed and final grades are posted.*** Please allow up to ***2 months*** from the time you submit this petition for your degree to be audited and for the University Bursar to confirm a zero balance on your student account before receiving your diploma.

Date of Request: _____

Student Name: _____

Student ID: _____

What program did you complete?

[ ] Master of Business Administration   [ ] Master of Science in Information Technology

[ ] Bachelor of Business Administration   [ ] Certificate Programs (GCBA, GCIT, CM)

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 $150 graduation fee?

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

[ ] **Check here if you want a diploma cover for $20**

Name as You Want It to Appear on Diploma

(Please print legibly to avoid misspelling on your diploma. The name must match your education record in the system.)

_____

Please note: your diploma will be mailed to the address you enter below.

Your certificate or diploma will be sent by courier with a tracking number to ensure secure delivery. Please write your delivery address clearly on the Petition to Graduate form.

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

Address: _____ City: _____

State: _____ Zip: _____ Contact Phone Number: _____

 [ ] Delivered outside of the US address (International Courier fee is $100)

Address: _____ City: _____

Zip: _____ Country: _____ Contact Phone Number: _____

Student Signature *(Original signature only)*

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***Upon completion, please email this form in PDF format to the Registrar at registrar@ssu.edu and the Bursar at bursar@ssu.edu .**
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For Office Use Only: Date Processed: _____Registrar Initials: _____   Revised 07/2024