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 up to 60 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?

[ ] 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 *(Print legibly or your diploma may be misspelled)*

_____

PLEASE NOTE: Your diploma will be mailed to the address you enter below.

[ ] 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 to the Registrar at registrar@ssu.edu in PDF format.

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For Office Use Only:

Date Processed: _____ Registrar Initials: _____   Revised 02/2022