



# Petition to Graduate

7600 Jefferson St. NE, Suite 24  
Albuquerque, NM 87109  
505-407-4307  
registrar@ves.edu

## IMPORTANT INFORMATION/INSTRUCTIONS FOR COMPLETION:

- A Petition to Graduate must be submitted **whether or not** you plan to participate in commencement exercises.
- Graduation Petitions should be reviewed and completed with the Registrar as preparation for registration for your final term of academic work.
- Completion of the form is required at least **2 months** prior to your desired commencement date.
- The Registrar will send you a notice **via email** confirming approval or denial of your petition.
- All financial obligations to the University must be cleared no later than 30 days prior to the posting date (date degree is to be recorded).
- Transcripts may be ordered immediately. Diplomas are ordered biannually, following the Spring and Fall commencements. Graduates will receive their diplomas within 90 days of the closest commencement date. However, diplomas and transcripts will not be released until all financial obligations are met.
- This petition will be void if the student does not graduate within one year of requested graduate term.

Legal Name (Exactly as you would like it to appear on your diploma. Diploma will reflect your spelling here): Please PRINT clearly.

VIU ID #: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ (Communication pertaining to Commencement and graduation will be sent to this address)

Permanent Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Diploma Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Intended Degree: \_\_\_\_\_

- I request my degree to be posted on: \_\_\_\_\_ 20 \_\_\_\_\_ (Degrees will post the last week of the month.)
- I plan to participate in Commencement Ceremony in May 20\_\_\_\_ (circle one) **Yes / No**

If you plan to participate in the Commencement Ceremony, please provide your height and weight for graduation apparel.

Height: \_\_\_\_\_ (ex. 5'7") Weight: \_\_\_\_\_

Cap, gown, and graduate hood are confirmed by VIU Business Manager.

## FILING DEADLINES:

- Petitions to Graduate are due no later than **2 months** prior to requested posting date. Late petitions will be considered for the next scheduled degree posting date.
- All coursework, documentation (*petitions, transcripts, etc.*) and final grades must be received no later than the 15th of the desired posting month (e.g. desired posting June 30th documentation is due June 15th).
- Please see Registrar for additional details.

## GRADUATION FEE: Payment of non-refundable fee must accompany this Petition.

\$150 BA/MA/Cert/DMin/PhD Diploma; \$250 for Postgraduate Commencement

(\*\*An additional \$30 will be charged for international shipping of diplomas)

I, \_\_\_\_\_, understand that:

- My degree will not be conferred until I complete all degree requirements and my balance is paid in full.
- My degree will not be conferred unless a Petition to Graduate is submitted to the Registrar's Office.
- If I fail to complete my remaining courses, my Petition to Graduate remains active for 1 year after submittal.
- My diploma will be mailed to me within 90 business days of Commencement.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

## FOR OFFICE USE ONLY

Petition Received by Registrar: \_\_\_\_\_

Graduation Fee paid: Check # \_\_\_\_\_

Cash \$ \_\_\_\_\_ Charge \$ \_\_\_\_\_

Petition Approved: \_\_\_\_\_

Petition Note Approved: \_\_\_\_\_

## AUTOMATIC CREDIT CARD/DEBIT CARD CHARGE

The cardholder herein authorizes the VIU to process payments for graduation by automatically charging the payment to the card provided.

Name on Card \_\_\_\_\_

Card Number \_\_\_\_\_

Card Exp. Date \_\_\_\_\_ Card Security Code \_\_\_\_\_

Amount to Charge \$150 \_\_\_\_\_ \$250 \_\_\_\_\_

Card Billing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email Receipt to \_\_\_\_\_

Card Holder Signature \_\_\_\_\_