



Office of Graduate Studies
 212 Koch Hall
 Norfolk, VA 23529
 Phone: 757-683-4885
 Fax: 757-683-3004

**MASTERS/PHD APPLICATION
 FOR GRADUATION**

Please **fax this form to 757-683-5357** or mail to the Registrar's Office.
 For questions or assistance, e-mail graduate@odu.edu.
 Please allow one week for processing. **You can check your graduation status in LEO Online.**

Please be sure to **PRINT ALL INFORMATION CLEARLY**.
 (You can type your information into this form using Adobe Reader, and print it. Information typed on this form will NOT be saved if you save the form to your computer.)

University ID (UIN): _____ E-mail: _____

Name (as desired on diploma – first, middle, last name order). Please print clearly, including any accent marks or special characters that should be used to print your name on the diploma. **Legal name only (must be in our system)**, no quotes, parentheses, slashes, ranks, titles, etc.

 First Middle Last

Permanent Address (**diplomas are automatically sent to the permanent address in LEO Online**):

Daytime phone: _____ Home phone: _____

Expected date of graduation: _____

Major: _____ Degree*: _____
 * Valid degrees are MA, MFA, MS, MSED, EDS, MS, MSN, MBA, MPA, MTX, MUS, MEM, ME, PHD

I am currently taking or plan to take courses at another institution to be transferred to Old Dominion University:
 Yes No
If yes, please indicate the course(s), credit hours, and the name of the institution where you are completing the coursework. Use the reverse side of this form if additional space is needed.

Course	Credit Hours	Institution

PhD candidates: Please print your dissertation title (for commencement program):

Please refer to the University Catalog or the Registrar's web site at www.odu.edu/registrar for further information about graduation and matters that may affect graduation. Refer to the commencement web page at www.odu.edu/commencement for information about commencement.

Participation in commencement ceremonies does not confirm that a degree has been conferred.
REMINDER: You must complete the Graduate Assessment Survey (www.odu.edu/grad) before you can receive your diploma.

Application date _____ Signature _____