



The Graduate School

## LATE APPLICATION TO RECEIVE A DEGREE

### Instructions:

- Graduate School students are to use this form to apply late to receive a Ph.D., M.A., or M.S. degree. **This application is for first-time applicants only.** If you are re-applying for a degree, contact the Graduate School before completing any forms. Do not pay a late graduation fee.
- A late fee of \$25.00 applies to this application and must be submitted **by the 15<sup>th</sup> of the month after the posted graduation application deadline\***.
- Please bring this completed form to the Graduate School on the Lakeshore Campus at 400 Granada Center along with your \$25 fee. The only form of payment the Graduate School accepts are **credit cards and checks**. The Graduate School **will not accept this form after the 15th**.
- If for any reason you are unable to come into the Graduate School office, you may send a check by mail, but it must be postmarked before the 15<sup>th</sup> of the month. The Graduate School mailing address is listed below:

Attn: Elaine Goetz  
 The Graduate School  
 1032 W Sheridan Rd.  
 Chicago, IL 60660

**\*\*Health Sciences Division Students**, please submit this form and a \$25.00 check made payable to "Loyola University Chicago" to SSOM, Room 300 on the Maywood Campus OR mail to: Graduate School Biomedical Sciences (HSD), Bldg 120, Rm 300, 2160 S. First Ave, Maywood, IL 60153.

\*Regular Application Deadlines: February 1 for August conferral, August 1 for December conferral, December 1 for May conferral. **LATE** application deadlines are February 15th, August 15th, and December 15<sup>th</sup> respectively.

**Please type or print legibly. Any email correspondence regarding this application will be sent to the student's LUC account.**

Name \_\_\_\_\_  
 Please print name EXACTLY as you wish it to appear on your diploma

LUC ID# (NOT SS#) \_\_\_\_\_

Degree applying for (**circle one**):    PhD            MA            MS            MPP

Program: \_\_\_\_\_

Term applying to receive degree (**circle one**):    May            August            December

Year applying to receive degree: \_\_\_\_\_

### Commencement Ceremony:

The Graduate School's commencement ceremony is held once per academic year in May. Early in the Spring semester, The Graduate School will provide information about the upcoming ceremony to recent graduates (i.e. those who received a degree in August or December of the previous year) and to students who have applied to graduate in May.

Graduation Application Late Fee Receipt  
 (For office use only)

Graduate School  
Stamp

Check Number: \_\_\_\_\_      Amount Paid: \_\_\_\_\_  
 Date Paid: \_\_\_\_\_