

Instructions for Submitting a Diploma Application

If you plan on graduating, you must submit a diploma application. The diploma application can be found by logging into SURFS and going to the *Student Records* section (see steps below). Please be sure to select the appropriate degree and term. The application will take less than 2 minutes of your time.

1. Log in to **SURFS**.
2. Click the **Student** tab.
3. Click **Student Records**.
4. Click **Application for Diploma/Certificate**.

You cannot graduate or receive a diploma/certificate unless this application is submitted. Please submit your diploma application as soon as possible.

Thank you.

Select degree for which you are applying:
*Degree:

If Graduate School:
Select Program:

If Nursing Masters or Certificate:
Select Concentration:

*Student ID (or last 4 digits of SSN):

***NAME AS YOU WANT IT TO APPEAR ON YOUR DIPLOMA/CERTIFICATE:**
If this name is different from your registered name, your University record will be changed to your graduation (diploma) name.
Enter "None" if you have no middle name.

First, Middle, Last

Registered Last Name if different from above:

Current telephone number: - -

Diploma/Certificate Mailing Address:
*Number/Street
*City *State *Zip Code -

*Expected Date of Graduation: () Spring () Summer () Fall , *Year

*(Required for email confirmation)E-mail Address:

Leave blank unless applicable

**Format of student ID:
@00000000**

You must enter a middle name or type "None"

Be sure to type the correct year!