

**LOUISIANA STATE UNIVERSITY EUNICE  
APPLICATION FOR DEGREE/CERTIFICATE**  
(Please PRINT complete information)

\_\_\_\_\_  
SEMESTER/YEAR GRADUATING

NAME \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_  
Home \_\_\_\_\_ Work/Cell \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

MAY THE UNIVERSITY PUBLISH NEWS OF YOUR GRADUATION? \_\_\_\_\_ YES \_\_\_\_\_ NO

**PRINT NAME EXACTLY AS IT IS TO APPEAR ON THE DIPLOMA, INCLUDE ALL ACCENT MARKS, PUNCTUATION AND SPACING:**

\_\_\_\_\_  
FIRST MIDDLE LAST  
**Academic Catalog used for Degree: (ex: 01-02)** \_\_\_\_\_

**ASSOCIATE DEGREE TO BE AWARDED (check one)**

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Associate of Arts  | <input type="checkbox"/> Associate of Applied Science<br>in Management                       | <input type="checkbox"/> Associate of Science in Radiologic Technology |
| <input type="checkbox"/> Associate of Applied Science<br>Fire and Emergency Service (FES)   | <input type="checkbox"/> Associate of Science  | <input type="checkbox"/> Associate of Science in Nursing               |
| <input type="checkbox"/> Associate in Applied Science:<br>Office Information Systems        | <input type="checkbox"/> Associate of Science in the Care &<br>Development of Young Children | <input type="checkbox"/> Associate of Science in Respiratory Care      |
| <input type="checkbox"/> Associate of Applied Science in<br>Computer Information Technology | <input type="checkbox"/> Associate of General Studies  | <input type="checkbox"/> Associate of Paralegal Studies                |
| <input type="checkbox"/> Associate of Science in<br>Criminal Justice                        |  |  |

**CERTIFICATE TO BE AWARDED (check one):**

- Certificate Program in Applied Science: Office Practices and Procedures     Certificate in Applied Science: Arson Investigation
- Certificate in Applied Science: Fire Science Technology

**CERTIFICATE OF TECHNICAL STUDIES TO BE AWARDED (check one):**

- |  |  |
|--|--|
| <input type="checkbox"/> Certificate of Technical Studies: Evidence Recovery Technology (CERT)                       | <input type="checkbox"/> Certificate of Technical Studies: Homeland Security & Emergency Security (CHSE) |
| <input type="checkbox"/> Certificate of Technical Studies: Environmental Health and Safety Technology (CEST)         | <input type="checkbox"/> Certificate of Technical Studies: Human Resources Management (CHRM)             |
| <input type="checkbox"/> Certificate of Technical Studies in Medical Records and Health Information Technology (CMR) | <input type="checkbox"/> Certificate of Technical Studies: Hospitality & Tourism Management (CHTM)       |
| <input type="checkbox"/> Certificate of Technical Studies: Total Quality Management (CTQM)                           | <input type="checkbox"/> Certificate of Technical Studies: Accounting & Financial Management (CAFM)      |

**TECHNICAL DIPLOMAS TO BE AWARDED (check one):**

- Technical Diploma: Crime Scene Management (DCSM)
- Technical Diploma: Quality Environmental Health and Safety Leadership (DQEH)
- Technical Diploma in Medical and Health Services Leadership (DMHS)

**TAKE THIS APPLICATION TO THE OFFICE OF BUSINESS AFFAIRS TO PAY THE \$20.00 DIPLOMA/CERTIFICATE FEE.** If you notify the Registrar's Office of a change in your graduation date *prior* to the ordering of the diploma/certificate, then your \$20.00 diploma fee will be refunded or rolled over to the next semester. No refund, however, can be authorized if you notify the Registrar's Office of a change in your graduation date *after* the diploma/certificate has been ordered. If your graduation plans change, then you will need to re-file a new Application for Degree/Certificate indicating your new graduation date and pay the \$20.00 fee.

DATE \_\_\_\_\_ SIGNATURE \_\_\_\_\_ SSN and STUDENT NUMBER \_\_\_\_\_

**GRADUATION REQUIREMENTS - COMMENCEMENT INFORMATION**

Pay all financial obligations owed to the University. If you have received any type of guaranteed student loan through the University, you must attend an exit interview prior to graduation. You must participate in the graduation ceremony. If you are unable to attend, you must request permission to be awarded your degree *in absentia*. Present your request to the Vice Chancellor for Student Affairs. *In absentia* diplomas may be picked up in the Office of Student Affairs *after* the graduation exercises. Commencement information will be mailed to you prior to graduation. You are responsible for keeping the Registrar's Office informed of your current address to ensure proper receipt of all commencement information.

**BUSINESS AFFAIRS – OFFICE USE ONLY**

AMOUNT DUE: \$20.00 AMOUNT PAID: \_\_\_\_\_ DATE PAID: \_\_\_\_\_  
METHOD OF PAYMENT: CASH \_\_\_\_\_ CHECK/MONEY ORDER \_\_\_\_\_ DEBITED TO FIN. AID ACCT. \_\_\_\_\_  
PAYMENT RECEIPT NO. \_\_\_\_\_ Distribution: Registrar's Office – Original Business Affairs – Copy  
(Revised 3/17/2005)

OFFICE OF BUSINESS AFFAIRS - PROOF OF PAYMENT STAMP