

MASTER OF BUSINESS ADMINISTRATION APPLICATION FOR DEGREE

for office use only

date rec'd	initials
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Submit this application to the MBA Student Affairs Office (see address below). To graduate at the end of the specified month, you must apply on or before the first workday of that month and complete all other requirements by the last workday of that month. For part-time MBA students only: Due to the high volume of students graduating in the spring, students intending to graduate spring semester or summer term must submit this application by March 1.

Print your name as you want it to appear on your diploma. (NOTE: If you are requesting a diploma name that differs significantly from the name on your record, you must submit documentation. Contact One Stop Student Services at 612-624-1111 for information.) If your diploma mailing address changes after you submit this form, contact One Stop Student Services to update the address. Graduation, when used in this application, refers to the granting of your degree—it does *not* refer to commencement ceremonies. Contact your college office for commencement information.

Diplomas are mailed 4-6 weeks after the end of the month in which you graduate. If you have not received your diploma after that time, please contact One Stop Student Services at 612-624-1111. NOTE: It is your responsibility to review your record for holds. Financial holds (e.g., Student Accounts Receivable, student loans, library fines) will block the posting of your degree and the mailing of your diploma. When you satisfy your financial obligations to the University, and your holds are released, notify One Stop Student Services. Your degree will then be posted and your diploma will be mailed.

Complete this form in Adobe Reader software, not a Web browser, to ensure the privacy of your information. Place the cursor in a field and type. Print a copy to add the required signature(s) in blue or black ink.

name as it is to appear on the diploma (see instructions above) please print clearly			ID number
first	middle	last	
current mailing address (street, city, state, Zip code)			
diploma mailing address (street, city, state, Zip code, country) to which diploma should be mailed			
daytime phone number		e-mail address	
_____ - _____ - _____			

Degree MBA 306						
<input type="checkbox"/> Part-time MBA	<input type="checkbox"/> Full-time MBA	<input type="checkbox"/> Executive MBA				
Desired month and year of graduation (check one and specify year)						
Spring:	<input type="checkbox"/> January	<input type="checkbox"/> February	<input type="checkbox"/> March	<input type="checkbox"/> April	<input type="checkbox"/> May	20_____
Summer:	<input type="checkbox"/> June	<input type="checkbox"/> July	<input type="checkbox"/> August			20_____
Fall:	<input type="checkbox"/> September	<input type="checkbox"/> October	<input type="checkbox"/> November	<input type="checkbox"/> December		20_____

student signature	date signed

for OTR use only	
processed by	degree conferred
month/year applied	



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MBA Student Affairs Office
1-110 Carlson School of Management
321 19th Avenue South
Minneapolis, MN 55455
612-625-5555
FAX: 612-626-7785

To request this form in an alternative format, please contact the Disability Services Liaison at 612-625-9578.
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