

California State University, Los Angeles
Office of the Registrar

Graduation Application Procedures for Bachelor's Degrees

- Complete a *Graduation Application* and *Bachelor's Degree Worksheet* which are available in Administration 146.
- Submit the completed forms to the Cashier's Office, Administration 128, with the required \$20 application fee and \$10 diploma fee (for student who desire a diploma). An employee will stamp the *Graduation Application* to indicate that you have paid the required fee and return the *Graduation Application* to you.
- Take the paid *Graduation Application* and *Bachelor's Degree Worksheet* to your major department / division office for approval. Arrange to have the worksheet reviewed with, and approved by, your advisor. (Each college has its own procedures for completing the application process.)
- Your college or department / division will forward the paid *Graduation Application*, *Bachelor's Degree Worksheet*, and *Major Program*, if required, to the Graduation Office for processing.
- The Graduation Office will notify you of the receipt of your *Graduation Application*. An incomplete application will be returned to you for completion and submission during the *next* filing period.