Montclair State University Office of the Registrar APPLICATION FOR GRADUATION-FINAL AUDIT

In order to be evaluated for completion of program requirements and become eligible for degree, certificate or recommendation for teacher certification, students must apply to the Office of the Registrar according to the following deadlines:

June 1 for January graduation

October 1 for May graduation March 1 for August graduation

All students should meet with their Advisor(s) every semester and should not wait to receive their Final Audit before registering for their final semester. A Final Audit will be mailed to the student's **permanent address** within 2 months of the filing deadline and no later than December for May completion, May for August completion and August for January completion.

All students should check their permanent address on WESS and update accordingly.

Failure to do so may result in a late audit or not receiving one at all.

To submit the Graduation-Final Audit application:

1. Fill in your name **EXACTLY** as it should appear on the diploma/certificate/certification.

Appropriate spacing and punctuation, including accent marks, periods, hyphens, suffixes, etc. must be clearly identified. First and last names must match University Records. If your name has changed please see the "Change of Name" form on our website.

NOTE: If you are unable to include special accent marks via online submission, you must submit a form as described below in **2B**.

- 2. To submit online, by mail or in person:
 - A) To submit Online (MSU student email serves as signature):

Download and fill in the application using Adobe Reader. Then send the entire pdf file as an attachment from an MSU student email account **only** to **registrar@mail.montclair.edu**. Applications received from non-MSU email address will not be considered.

B) To submit by fax, mail or In-person delivery:

Complete, print, and sign form (student signature is required)

Montclair State University Office of the Registrar College Hall, Room 204 Montclair, NJ 07043 Fax (973)655-7371

Rev. Jul 13

CWID:	Fill in year of expected graduation:
Do Not Use All Capitals When Entering Information Below. (John Smith=Correct JOHN SMITH=Incorrect)	AUG 20 JAN 20 MAY 20
LAST NAME (John Smith=Correct)OFIN SMITH=Incorrect)	
	BACHELORS DEGREE BACHELORS DEGREE W/ NJ Certification
FIRST NAME	BACHELORS DEGREE w/ NJ Certification MASTERS DEGREE MASTERS DEGREE w/ NJ Certification DOCTORAL DEGREE BACHELORS DEGREE W/ NJ Certification DOCTORAL DEGREE
	DOCTORAL DEGREE
MIDDLE NAME(S), INITIALS &/OR MAIDEN NAME	MASTERS DEGREE w/ NJ Certification DOCTORAL DEGREE NJ CERTIFICATION University CERTIFICATE
	Fill in code for the major(s) and minor(s) you have declared and will complete by the date listed above.
TEACHER CERTIFICATION STUDENTS:	' '
List the NJ certification(s) you expect to receive	For a list of major and minor codes please click here
Complete the following:	
1. Have you received a Final Audit from this office for a previous graduation date? Yes No	First Major/Conc. Second Major/Conc.
2. Have your records at the University ever been under a name other than the name you have indicated on this application? If yes, please indicate prior name:	List Specialization/emphasis area if applicable below:
PLEASE	
SIGN	First Minor Second Minor
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HERE Signature Date	University Certificate