Intent to Receive a Degree/Certificate

Be sure to completely fill out this form!

Once completed submit to the Registrar's Office at registrar@kgi.edu.

Graduation Term

Fall   Spring   Year

Program   Student ID

Commencement Ceremony *(Check one box)*

Yes, I do plan on attending the KGI Spring Commencement Ceremony

No, I do not plan on attending the KGI Spring Commencement Ceremony

Provide your full legal name for your diploma/certificate. If you name is different than the Registrar's records, you will need to show legal identification to update your name for your diploma/certificate.

First Name   *Middle Name*   *Last Name*

Phonetic Pronunciation
(Example: name "Raul Gonzalez" - phonetic "rah-OOL gon-SAH-les")

Permanent Address

Address 1   *Address 2*

City/Town   *State/Province*   *Zip/Postal Code*   *Country*

Current Contact Information

Telephone Number   Email

Prior Degree Information

Select one choice for last degree earned:

PPC	PPA	MBS	MS	PhD	PharmD
MSGC	MSGDA	MSCM	MSPA	OTD	Other
MEng	MSDE	MSRA			

Month degree awarded   Year degree awarded

Other awarded degree(s) and the institution(s) - i.e. "BA, Colorado State University"; "MA, Chapman University"

Please Read and Sign

1. By signing the Intent to Receive A Degree/Certificate form, you give permission for Keck Graduate Institute (KGI) to print the following information in any KGI graduation program and/or announce this information at any KGI graduation ceremony: your name as indicated on this form, any honors or awards received, the KGI degree you are earning, previous colleges/universities attended, and degrees earned at those previous colleges/universities.

2. If you previously submitted a Directory Information Restrictions form, your signature on the Intent to Receive A Degree/Certificate form also temporarily releases (for graduation ceremony/program purposes only) the directory information restrictions you enacted for the specific items mentioned in #1 (above) so that the information can be published in any KGI graduation program and/or announced at any KGI graduation ceremony. In addition, your signature permits KGI to release your name and address to the external photography vendor with whom KGI contracts, and to have the vendor place graduation photographs of you on its website. Your signature also allows KGI to publish your picture in a picture composite and your image in a DVD of the Commencement Ceremony that is created and distributed. The recording of the graduation ceremony could also appear on the KGI website and/or social media sites including but not limited to YouTube and Facebook.

3. If have any questions, please contact **registrar@kgi.edu**.

4. Please note that KGI only holds a Spring Commencement Ceremony in May. If you intend to complete your degree/certificate in Fall, you may attend the following Spring Commencement Ceremony.

5. MASTERS and CERTIFICATE STUDENTS
      Degrees are posted when all final grades have been submitted by your instructors.

   DOCTORAL STUDENTS

   - International: The day you submit your dissertation is considered the last day of your academic program as it relates to your SEVIS program end date.

   - Domestic: Your last date of enrollment as it relates to loan repayment is equal to the last date of the last semester in which you enrolled, regardless of the date you submit your dissertation.

      By checking this box, I acknowledge that I have read and understand this intent, and agree to the terms and conditions set forth herein.

Printed Name   *Signature*   *Date*

KGI OFFICE USE