

# GTCC Graduation and Certificate Instructions with Checklist

1. Complete the application and save a copy for your records.
2. Email the completed application to [records@gtcc.edu](mailto:records@gtcc.edu) by the application deadline.
3. If you had a Stafford Loan while attending GTCC, you **MUST** complete mandatory loan counseling online at [www.StudentAid.gov](http://www.StudentAid.gov).
4. If you were given permission to take course(s) at another college to complete your graduation requirements, you must include that information on your Graduation Application. Final transcripts **MUST** be received no later than the last day of class in your graduation term.
5. Information concerning the Spring 2022 Commencement Ceremony (caps and gowns, invitations, line-up directions, etc.) will be sent to your personal email address by **March 1, 2022**.

# Application for Graduation and Certificate

Please complete the entire form, save a copy for your records, and email the form to [records@gtcc.edu](mailto:records@gtcc.edu). Please submit one application for each award requested. By submitting this request, you understand that you must complete all requirements pertaining to your degree program as specified by the Catalog.

First Name	Middle Name	Last Name	Maiden Name
Phonetic Spelling of Name		Expected Graduation Term	
GTCC Student ID Number or Last Four Digits of Social Security Number		Date of Birth	
Address	City	State	Zip
Cell Phone Number		Alternate Phone Number	
GTCC Email		Personal Email	

I would like to have my permanent record updated to include the name and address on this application.

I am applying for a:  Degree (Two-year)  Diploma (One-year)  Certificate

In (Program Name): \_\_\_\_\_

(Program Code): \_\_\_\_\_

For Office Use Only	
Notes:	<div style="text-align: center;">Records Processing Center</div> SGRD Entry: _____ Appl. Entry: _____ GPA: _____ Grad: _____ DOD Entry: _____ Print Date: _____