

BIOLA UNIVERSITY, OFFICE OF THE REGISTRAR
GRADUATION DEPARTURE FORM INSTRUCTIONS

INSTRUCTIONS: *Please follow the instructions and guidelines in the order listed below*

- Obtain a **Graduation Departure Form**. Download the form online at: <http://www.biola.edu/admin/registrar/forms> (Paper copies are available in the Registrar's Office.)
- Check your online library account for any unreturned items and unpaid fines at: www.biola.edu/admin/library/ You are responsible for any outstanding charges.
- You are responsible to appeal and/or pay any outstanding parking tickets prior to your departure from the University.
- Meet with an account counselor in the Accounting Department before departing from the University. It is highly recommended that this be done in person if possible. Students with loans may complete exit loan counseling at: <http://biola.edu/offices/accounting/exitloan/>
- All International Students** must schedule an appointment to see Biola University's Immigration Advisor, Ranjini Gnaniah, in the Office of the Registrar.
- Turn in your mailbox key if you attend Talbot or the School of Intercultural Studies and obtain a signature from the secretary. Undergraduate students need to check out with the Department of their Major.
- Submit your completed Graduation Departure Form to the Office of the Registrar. Offices will be available to sign Graduation Departure Forms two weeks prior to the end of the semester. All Graduation Departure Forms should be submitted prior to graduation.

BIOLA UNIVERSITY, OFFICE OF THE REGISTRAR
GRADUATION DEPARTURE FORM

*** Please Fill Out Completely** (Please print using pen)

Student ID# _____ Undergrad Major/Grad Program _____ Undergraduate BOLD Graduate
 Name _____
Title Last First Middle Social Security #

Permanent Address

Number Street Apt. #

City State Zip Country

Permanent Phone #

Billing Address (If different from permanent address)

Number Street Apt. #

City State Zip Country

Billing Phone #

E-mail Address (If different from BUBBS) _____

*** Answer the following questions**

- Date you are planning to graduate:
 May August December (Year) _____
- Do you plan to continue in another program at Biola?
 Yes **Please list the program:** _____ **Have you applied?** Yes No
 No
- If you plan to continue, when do you plan to return?
 Fall Spring Spring Summer Inter (Year) _____ (**Remember to apply through the Admissions Office**)
- Are you an employee of Biola University? (Not applicable to student workers) Yes No

*** Obtain the following signatures** (Signatures should be obtained in the order listed. All signatures are required.)

- 1.) Go to appropriate office listed below: _____
SICS Graduate Students: Return mailbox keys to SICS Receptionist
Talbot Students: Return mailbox keys to Talbot Receptionist
Undergraduate Students: Check out with your Major Department
- 3.) International Students _____
See Immigration Advisor
- 2.) Accounting Department _____
Student account balance \$ _____
Loan Exit counseling complete for Perkins, Nursing or Biola Loan Yes No
 NA *Release Transcripts Yes No*
- 4.) Office of the Registrar _____
Turn in completed card

*** Provide your signature** (by signing, you agree to pay any remaining balance): _____ / MM / DD / YY

*** Please offer comments about your experience at Biola**

REMARKS: _____

DATA ENTRY USE ONLY					
<input type="checkbox"/> Address	<input type="checkbox"/> FIXTCD	<input type="checkbox"/> Degree-Dtl	<input type="checkbox"/> School-Dtl	<input type="checkbox"/> Y flag	<input type="checkbox"/> N
<input type="checkbox"/> Student Status _____	<input type="checkbox"/> Withdraw Code _____	<input type="checkbox"/> Term(s) deleted _____			
<input type="checkbox"/> Class(es) dropped from _____		term(s) _____	<input type="checkbox"/> Withdraw Term _____		
<input type="checkbox"/> Departments notified	Initials _____	Date _____	<input type="checkbox"/> Form Processed	Initials _____	Date _____