

### Deadlines for Submission

Apply for your degree or certificate by the deadlines shown below. Submit the AFDC online through Hokie Spa (Degree menu) for the term you will complete all requirements.

COMPLETING REQUIREMENTS IN:	SUBMIT ON OR BEFORE:
FIRST SUMMER	JUNE 1
SECOND SUMMER	AUGUST 1
FALL	OCTOBER 1
SPRING	MARCH 1

### Submission Guidelines and Fee

We encourage you to submit online through the Hokie Spa; however, should you wish to submit a paper application instead, please submit this form to the appropriate address, listed below.

If you are receiving a degree and a certificate in the same academic year, please complete two AFDC forms, one for each.

Your student account will be charged \$25.00 for the first application.

### Late Applications

If your AFDC is submitted after the deadline, your name may not be listed in the commencement bulletin; however, you may be allowed to participate in commencement if all requirements are completed (see website below for details). Late applications will also cause a delay in the mailing of the diploma.

If degree requirements are not completed by the term indicated on this application, it is the responsibility of the student to submit a new AFDC. Deadlines are listed at: [www.grads.vt.edu](http://www.grads.vt.edu) (*Academics/Degree Completion and Commencement*).

### Progress to Degree

After submission of the AFDC, your file will be checked by the Graduate School to determine that all requirements have been met. You may view your Progress to Degree Graduate Student Checklist on Hokie Spa, Degree menu.

### Degree Conferral and Commencement

Degrees are conferred four times per year, but formal commencement exercises are conducted in December and May in Blacksburg and May for the National Capital Region. Graduates must confirm their attendance for commencement on Hokie Spa, Degree menu.

NOTE: Doctoral candidates must have completed all requirements (including approval of the dissertation by the Graduate School) prior to the commencement they plan to attend.

### Transcripts Showing Degree Conferral

After all requirements are completed, graduates may order transcripts from the Registrar's Office, 250 Student Services Building, Blacksburg, VA 24061, or online at [www.registrar.vt.edu](http://www.registrar.vt.edu). It should be noted that transcripts should be requested "held" until the degree is conferred and are usually mailed two weeks after the end of the term.

**Return your completed form to:**  
**Graduate School**  
 Graduate Life Center  
 at Donaldson Brown  
 Virginia Tech (0325)  
 Blacksburg, VA 24061  
 Fax: 540/231-2039

### Name on Diploma

The name printed on the diploma will be the full legal name that has been entered for you on the official University record. Name changes must be submitted to the Graduate School **before** the listed deadline to print the correct name. The name change instructions can be found at [www.grads.vt.edu](http://www.grads.vt.edu) (*Academics/Forms/Name Change Form, Instructions*).

For additional information, including  
 Current Graduation Deadlines, Commencement Information, and Term Deadlines visit:  
[www.grads.vt.edu](http://www.grads.vt.edu) (*Academics/Degree Completion and Commencement*)

Questions? Call 540/231-8636 or  
 e-mail [gradappl@vt.edu](mailto:gradappl@vt.edu) for assistance.

