



## APPLICATION FOR GRADUATION

### Requirements for Graduation

- Meet with Chief Academic Officer to discuss and confirm your eligibility for graduation.
- File transcripts from other colleges with the Office of Admissions and Records as early as possible.
- All required courses must have been completed on the date of graduation. (Not for Commencement Ceremony)
- Minimum cumulative grades of 3.00 for MBA and 2.00 for AA or above.
- Settle any outstanding financial obligations with CTSB.
- Pay the **\$300** graduation fee (this includes diploma, cap and gown rental fee)
- Obtain clearance signatures from each Department.
- Submit this completed application form to the School Admin Office or send to [admin@catu.edu](mailto:admin@catu.edu) a month before the expected graduation date.

<b>MAJOR and/or CONCENTRATION</b>	<b>Master of Business Administration</b> with concentration in <input type="checkbox"/> Business and Administration <input type="checkbox"/> Accounting <input type="checkbox"/> Finance <input type="checkbox"/> Management Information System		<input type="checkbox"/> <b>Associate of Arts in Accounting</b>			
<b>NAME - Print your name</b> <i>EXACTLY as it is to appear on your DIPLOMA</i>	<b>Last</b>		<b>First</b>		<b>Middle (INITIAL)</b>	
<b>MAILING ADDRESS</b> <i>In case your diploma is to be mailed to you</i>	<b>Street &amp; Number</b>		<b>City</b>		<b>State</b>	<b>Zip</b>
<b>PHONE NUMBER</b>	(    ) - (    ) - (    )		<b>EMAIL ADDRESS</b>			
<b>ATTENDING CEREMONIES</b> Do you plan to participate in the graduation ceremony?	<input type="checkbox"/> <b>Yes</b> , I will be able to attend the Graduation Ceremony on _____ <input type="checkbox"/> <b>No</b> , but please schedule me for Graduation Ceremony _____ <input type="checkbox"/> <b>No</b> , I will be unable to attend the event					
If <b>ATTENDING</b> , will you need an invitation letter for family members to show the Embassy to travel to the US and attend the ceremony?	<input type="checkbox"/> <b>Yes</b> , I will need a formal invitation letter to invite family & friends ( I agree to pay a <b>\$20.00</b> fee). <input type="checkbox"/> <b>No</b> , I do not need a formal invitation letter.		If <b>ATTENDING</b> , tell us your gown size		<input type="checkbox"/> Small (fits height 5'3" – 5'5") <input type="checkbox"/> Medium (fits height 5'6" – 5'11") <input type="checkbox"/> Large (fits height 5'9" – 5'11") <input type="checkbox"/> Extra Large (fits height 6'0" – 6'2") <input type="checkbox"/> XX Large (fits height 6'0" – 6'5") <input type="checkbox"/> XXX Large (fits height 6'3" – 6'5")	

*I hereby acknowledge that the above information is true and correct.*

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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*Office Use Only*  
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Received by: \_\_\_\_\_ Date: \_\_\_\_\_

<b>Office Use Only</b> <b>Clearance</b> <b>Signature</b>	Chairperson	Academic	Accounting	Admissions
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## Payment Form

<b>GRADUATION &amp; OTHER FEES</b>	<input type="checkbox"/> \$300 Graduation Fee (non-refundable) <input type="checkbox"/> \$20 Invitation Letter	<b>TOTAL FEES</b>	
<b>PAYMENT METHOD</b>	<input type="checkbox"/> CASH <input type="checkbox"/> CHECK <input type="checkbox"/> DEBIT/CREDIT CARD		
<b>AUTHORIZATION</b> <i>I hereby authorize California Trinity School of Business to charge my Debit/Credit/Visa/MC/ Amex card</i>	<b>Student's Name and Signature</b>		<b>Date</b>
<b>PAYMENT RECEIVED BY</b>		<b>Date</b>	
<b>PROCESSED BY</b>		<b>Date</b>	