



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 a month before the expected graduation date.

MAJOR and/or CONCENTRATION	Master of Business Administration with concentration in <input type="checkbox"/> International Business and Management <input type="checkbox"/> Accounting <input type="checkbox"/> Entrepreneurship <input type="checkbox"/> Management Information Systems					
NAME - Print your name <i>EXACTLY as it is to appear on your DIPLOMA</i>	Last		First		Middle (INITIAL)	
MAILING ADDRESS <i>In case your diploma is to be mailed to you</i>	Street & Number		City	State	Zip	
PHONE NUMBER	() - () - ()		EMAIL ADDRESS			
ATTENDING CEREMONIES Do you plan to participate in the graduation ceremony?	<input type="checkbox"/> Yes , I will be able to attend the Graduation Ceremony in June 2023 <input type="checkbox"/> No , but please schedule me for Graduation Ceremony in June 2024 <input type="checkbox"/> No , I will be unable to attend the event					
If ATTENDING , 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"/> Yes , I will need a formal invitation letter to invite family & friends (I agree to pay a \$20.00 fee). <input type="checkbox"/> No , I do not need a formal invitation letter.		If ATTENDING , 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: _____

----- **Office Use Only** -----

Received by: _____ Date: _____

Office Use Only Clearance Signature	COO	CAO	Student Service	Accounting	Registrar
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Payment Form

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