



## Graduation Clearance Form

In order to receive your diploma, you must successfully complete the University's graduation clearance process. Completion of this form does not, however, guarantee clearance of all financial obligations to the University.

Name \_\_\_\_\_ Student ID# \_\_\_\_\_  
(Last Name, First Name)

Degree seeking: BA \_\_\_ BS \_\_\_ BSW \_\_\_ MA \_\_\_ MS \_\_\_ MBA \_\_\_ EdS \_\_\_

Major: \_\_\_\_\_

Term of Application: (check one) FALL \_\_\_ SPRING \_\_\_ SUMMER \_\_\_ Year: \_\_\_\_\_

Deadlines to clear: Fall 2022 - December 14, 2022 | Spring 2023 - April 30, 2023 | Summer 2023 - August 8, 2023

Phone Number: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Email: \_\_\_\_\_  
(Student Email)

I understand that completion of this form DOES NOT mean that I graduated. Further, I understand that I must satisfy all graduation requirements.

\_\_\_\_\_  
Signature of Applicant Date

### ***Follow these steps to clear for graduation***

#### **STEP 1. CLEAR THE CAREER OFFICE.**

- Create a professional e-mail address and enter it here \_\_\_\_\_.
- Complete the Senior Exit Survey at <https://bit.ly/37je3d2> and take a screenshot of the confirmation page.
- Register for the Virtual Career Center (VCC) at [careersource.fmuniv.edu](http://careersource.fmuniv.edu)
- Take a screenshot of the VCC profile page with your name visible.  
*Alternatively, a screenshot of your Handshake or LinkedIn profile is acceptable.*

\_\_\_\_\_  
Signature of Representative of iROAR Center Date  
Email: [iroar@fmuniv.edu](mailto:iroar@fmuniv.edu)



**STEP 2. FEDERAL STUDENT LOAN EXIT COUNSELLING (For U.S. Citizens or Residents only)**

Federal law requires students who received Federal Loans (e.g., William D. Ford, Federal Stafford, etc.) to pay for their college expenses to complete Federal Student Loan Exit Counseling. Before visiting the Financial Aid Office, students are requested to go online to complete the mandatory Loan Exit Interview at [www.studentaid.gov](http://www.studentaid.gov). Students are required to show proof (i.e., the printed confirmation page, borrower information, and summary checklist of rights and responsibilities) that the exit interview has been successfully completed. Please be advised that your FAFSA User ID and Pin Number are required to successfully complete the Exit Interview.

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Signature of Representative of Office of Financial Aid & Scholarships  
Email: [financial.aid@fmuniv.edu](mailto:financial.aid@fmuniv.edu)

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Date

**STEP 3: COMPLETE ALUMNI SURVEY AND PROVIDE REQUESTED INFORMATION**

Complete the Alumni Survey at <https://bit.ly/3nJClG4> and email PDF to Natalie Knight.

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Signature of Representative Office of Alumni Affairs  
Email: [nknight@fmuniv.edu](mailto:nknight@fmuniv.edu)

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Date

**STEP 4. PAY GRADUATION FEE AND ANY BALANCE OWED TO THE UNIVERSITY – BURSAR’S OFFICE**

Proceed to the Bursar's Office to pay your graduation fee, and settle any balance owed.

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Signature of Representative of Office of the Bursar  
Email: [bursar@fmuniv.edu](mailto:bursar@fmuniv.edu)

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Date

**STEP 5. RETURN THE COMPLETED GRADUATION CLEARANCE FORM TO THE OFFICE OF THE REGISTRAR**

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Signature of Representative of Office of the Registrar  
Email: [fmuregistrar@fmuniv.edu](mailto:fmuregistrar@fmuniv.edu)

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Date