

GTCC Graduation Instructions and Checklist

1. Complete the application and save a copy for your records.
2. Email the completed application to records@gtcc.edu no later than **April 16, 2021**.
3. If you had a Stafford Loan while attending GTCC, you **MUST** complete mandatory loan counseling online at StudentAid.gov.
4. If you were given permission to take course(s) at another college to complete your graduation requirements, you must include that information on your Graduation Application. Final transcripts **MUST** be received no later than **May 10, 2021**.
5. Information concerning the Spring 2021 Commencement Ceremony (caps and gowns, invitations, line-up directions, etc.) will be sent to your personal email address by March 31, 2021.

Application for Graduation

Please complete the entire form, save a copy for your records, and email the form to records@gtcc.edu. Please submit one application for each award requested. By submitting this request, you understand that you must complete all requirements pertaining to your degree program as specified by the Catalog.

First Name	Middle Name	Last Name	Maiden Name
Phonetic Spelling of Name		Expected Graduation Term	
GTCC Student ID Number or Last Four Digits of Social Security Number		Date of Birth	
Address	City	State	Zip
Cell Phone Number	Alternate Phone Number		
GTCC Email	Personal Email		

I would like to have my permanent record updated to include the name and address on this application.

I am applying for a: Degree (Two-year) Diploma (One-year)

In (Program Name): _____

(Program Code): _____

For Office Use Only	
Notes:	Records Processing Center
	SGRD Entry: _____
	Appl. Entry: _____
	GPA: _____
	Grad: _____
	DOD Entry: _____
	Print Date: _____