

APPLICATION TO GRADUATE

- *Pay Attention to Deadlines to Submit Application (new deadlines!):*

For spring (June graduation) deadline is: 15 January
For summer (August graduation) deadline is: 15 April
For fall (November graduation) deadline is: 15 July
For winter (March graduation) deadline is: 15 September

- Ensure you have a completed and signed **approved** program statement in your file in 101 prior to submitting the application to graduate; attach any revised copies to your application to graduate.
- If you had transfer credit from any other institution, be sure that is recorded on your permanent record and on BANNER prior to applying for graduation. Also, be sure your correct degree is coded in on MYWEB (if it is not, notify Student Affairs in 101 immediately).
- Submit an **unofficial transcript** (APR) of all courses completed off MYWEB with your application.
- Ensure you have made up all incompletes or courses still listed as “in progress” at least **3 weeks** prior to your planned graduation date.
- **Ensure you have met your internship requirements at least 3 weeks prior to graduation and that official verification of completion is in your file here!**
- **Ensure you have already tested out of your required language proficiency *before* you submit your application to graduate. We would prefer *not* to have your application to graduate unless you have already satisfied this requirement.**
- Ensure our Office of Career and Professional Development has received **official verification** you have completed your internship requirement (if required for your degree and even if you didn’t register for the internship for credit) and that you have received your “P” grade if you registered for the internship for credit. *Also complete the graduate evaluation with Career and Professional Development 2 weeks prior to graduation (so career information is more current and up-to-date)*
- Ensure you have a rough draft of your final SRP or thesis approved before you submit an application to graduate (*as a minimum, ensure you are working diligently on this so you can have the final draft to your professor approx 6 weeks prior to graduation*).
- Ensure you submit the final draft of the dissertation a minimum of one month prior to the end of graduation in order to give the professor time to grade your final paper.
- Remember your overall GPA **MUST** be a **3.0** or you will not be certified to graduate.
- If you have questions/concerns, please ask!!! Speak to staff in the Office of Student Affairs.

Josef Korbel School of International Studies
University of Denver-revised 09/11/08

APPLICATION FOR GRADUATION

Submit to Josef Korbel Student Affairs Office (Suite 101)

Deadlines for applications every year:

*January 15th (for June graduation)
March 15th (for August graduation)
July 15th (for November graduation)
September 15th (for March graduation)*

*Note: Although students may graduate in any quarter, there are 2 actual commencement ceremonies per year –one in June, one in Aug. Those graduating in November and March are invited to walk at the June ceremony. **IMPORTANT NOTE: DUAL DEGREE STUDENTS MUST APPLY THROUGH BOTH PROGRAMS USING THEIR SEPARATE APPLICATION FORMS FOR GRADUATION!***

Starting Quarter: _____ Yr: _____
Graduation Quarter: _____ Yr: _____

Name: _____ DU ID #: _____

Current Address:

Street

City State Zip Code

Current Telephone: (daytime): _____

cell (if applicable): _____ (Evening): _____

E-mail address: _____

The first graduation application is free. If you do not graduate in the term for which you originally submit an application you must REAPPLY. Reapplication is NOT automatic. (Please include a fee of \$25 if this is a second application-payment must be cash - this goes into the Student Affairs petty cash fund for printing fees - you will receive a receipt.)

I certify that I understand and have carefully read the instructions prior to submitting this application:

_____ (signature) Date: _____

IMPORTANT NOTE: All US citizens or those eligible for Federal or Stafford loans: You must do exit interviews on line at least 2 weeks prior to your expected graduation date.

For FDL loans go to: www.dlservicer.ed.gov and for DU Stafford loans go to: www.mapping-your-future.org

My Degree is:

- Ph.D. in International Studies
- M. A. in International Studies (traditional M.A. Program)
- M.A. in Global Finance, Trade, and Economic Integration
- M.A. in Human Rights
- M.A. in International Administration
- M.A. in International Development
- M.A. in International Security
- Master of Homeland Security
- Master of Global Studies
- MA in Global Finance, Trade, & Economic Integration/IMBA
- MA/JD (*Check also which M.A. from above list*)
- MA/MSW (*Check also which M.A. from above list*)
- Flexible dual degree (list degrees): _____
- BA/MA (formerly called 4+1 *Check also which M.A. from above list*)
- Certificate in Global Health Affairs
- Certificate in Homeland Security
- Certificate in Humanitarian Assistance

IMPORTANT NOTE: DUAL DEGREE STUDENTS MUST APPLY THROUGH BOTH PROGRAMS USING THEIR SEPARATE APPLICATION FORMS FOR GRADUATION!

1. **Foreign Language Proficiency completed** (circle one): YES NO

List your Language: _____ *Date proficiency completed:* _____

How: (circle one) 3000 level course proficiency exam TOEFL Other: (explain)

(Please do not submit your application to graduate until you have met/satisfied the language proficiency)

2. Internship Requirement (if applicable): You must secure a signature from Amy Livingston, Associate Director, Career and Professional Development in order to verify completion of the internship requirement

Signature from Amy Livingston, Associate Director, Career and Professional Development

3. **Peace Corps Fellows Field Practicum Requirement (if applicable):** You must secure a signature from Amy Livingston, Associate Director, Career and Professional Development in order to verify completion of the Field Practicum requirement.

Signature from Amy Livingston, Associate Director, Career and Professional Development

4. **Thesis or SRP** (circle one if applicable) **First draft submitted to (also schedule your oral defense of your MA thesis with your supervisor if you are writing a full thesis):**
(list your supervisor): _____ (for a thesis this must be a full-time tenured faculty member at Josef Korbel)

Title of Thesis or SRP (if applicable- you MUST supply the title):

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5. **Additional Skills/Methods classes in lieu of thesis or SRP:** (INTS Course Numbers):

6. For Ph.D. applicants:

Dissertation Oral Defense Date: _____

Dissertation Advisor: _____

Dissertation Readers (1) _____

(2) _____

(3) _____

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Diploma and Certificate Instructions (for all applicants):

- **List all previous degrees (B.A./M.A.) prior to attending DU:**

School: _____ **Degree/year earned:** _____

School: _____ **Degree/year earned:** _____

School: _____ **Degree/year earned:** _____

- **Please print your name on the dotted line below, exactly as you wish it to appear on your diploma. PRINT VERY CLEARLY**

Send my diploma to the following name and address:

Remember that diplomas will be sent out approximately 3 – 3.5 months **after** graduation directly from the Registrar’s office – not Josef Korbel School; students should be able to order an official transcript approx 3 weeks after graduation date with degree posted.

Name

Address

Apt #

City

State/Province

Country

Zip

- **DOCTORAL CANDIDATES ONLY:** Please print your dissertation title **exactly** as it will appear in the commencement program.
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Certificate Application

If you are applying for a Certificate from Josef Korbel School of International Studies, list the name of the Certificate program and the 7 courses you completed to fulfill the requirements.

Title of Certificate Program: _____

Courses completed:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.

EXIT INTERVIEW SURVEY
Feedback on your experience at the Josef Korbel School of International Studies

Name of degree you completed: _____

1. What made you decide to pursue your degree here? (check all that apply and rank order of importance in the blank after each choice if more than one choice is applicable, with "5" being most important reason, "4" being second, etc.)

- | | ranking |
|-----------------------------------------------------------------------|---------|
| <input type="checkbox"/> Location of program | _____ |
| <input type="checkbox"/> Scholarship/assistantship offer | _____ |
| <input type="checkbox"/> Variety of degrees | _____ |
| <input type="checkbox"/> Reputation of school | _____ |
| <input type="checkbox"/> Career and Professional Development Services | _____ |
| <input type="checkbox"/> Recommendation of faculty or alumnus | _____ |
| <input type="checkbox"/> Other (Please list) | _____ |

2. Do you have any regrets about your decision?

- Yes*
- No

*(If answer is "yes", please explain briefly)

3. What courses (if any) were not available which you'd like to see in our curriculum?

1. _____
2. _____
3. _____

4. Please check off all of the events/organizations below in which you actively participated while pursuing your degree:

- Council on Int'l Finance, Trade, and Economics (CIFTE)
 - Sustainable Int'l Development Inst.(SIDI)
 - COD-The Center on Rights Development
 - The Organization of Security Students (OSS)
 - Denver Women in Int'l Security (DWIIS)
 - Volunteer mentor program
 - DU Task Force on Modern Slavery and Human Trafficking
 - World Affairs Challenge (through CTIR)
 - Global Health Group (SANTÉ)
 - Professional Development Series Workshops (Sponsored by Career Services)
 - JKSSIS Graduate Student Association
 - Association of Human Rights Students
 - Latin American/Caribbean Students Group
 - Peace Corps Community
 - Student Art Council
 - Students for Africa
 - Other outside community volunteer organizations (Please list)
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5. How did you finance your graduate degree? (Please check all that apply)

- Scholarship/assistantship
- Personal Savings
- Federal Loans
- Family Assistance
- Private Loans
- Work Study (How many hours per week _____?)
- Outside work (How Many hours per week _____?)

6. Please rank your satisfaction with the facilities at the University of Denver:
(5 = Excellent; 4 = Good; 3= Satisfactory; 2 = Needs improvement; 1 = Unsatisfactory)

Classrooms	_____	Bookstore	_____
Library	_____	Cyber Café	_____
Computer labs	_____	Gym	_____
Parking	_____	Health Center	_____
Security	_____	Josef Korbel Career Resource Center	_____

Comments: _____

7. How do you rank the website?
(5 = Excellent; 4 = Good; 3 = Satisfactory; 2 = Needs Improvement; 1 = Unsatisfactory
(If you rank a “2” or “1” please list ways you feel it can be improved)

rank: _____ suggestions for improvement/change: _____

8. Which of the following did you complete to meet your degree requirements?

1. Non-thesis Option _____
(List the option you chose: _____)
2. MA Thesis _____
3. MA Thesis not required (IBT, Global Studies) _____
4. PhD Dissertation _____

9. Please check off your nationality:

- U.S. _____
- Other country (please list country) _____

10. Please check off your gender:

- Female
- Male

11. Please check off your age category:

- 20-23
- 23-26
- 27-30
- 30-35
- 35-40
- over 40

12. Would you honestly recommend this JK SIS program to others?

- Yes
- No

Why or why not? (We welcome your feedback!)

Feel free to briefly make any additional comments on attached paper or the back of this page. All comments will be kept confidential. They will be compiled in one report, and you will be given feedback regarding that report as well.

Thanks for taking the time to complete this survey and for being a part of the Josef Korbel School of International Studies!