

CHECKLIST TO PREPARE FOR GRADUATION

1. PREPARING DOCUMENTS BEFORE APPLYING FOR GRADUATION

- The grade sheet is complete, with all semesters, for the degree being requested.
- There are no failing (below 60%) or missing grades on the Grade Sheet for students who are requesting a degree.
- The column for Government-issued identification numbers has been filled for each student.
- The Enrollment and Credit Transfer (ECT) forms AND the Application for Graduation forms have been filled out for every student, and they are ready to send.
- The names on the Grade Sheet have been compared to the names on the forms. Inquiries have been made about differences. **The names on the Grade Sheet have been confirmed to be the correct spelling and name order as the students want them to appear on the degrees.**
- Fees have been collected from the students

2. SENDING DOCUMENTS AND MAKING PAYMENT

- Send the ECT forms to registrar@n2ncu.org
- Send the Application for Graduation forms to registrar@n2ncu.org
- Send the grade sheet to registrar@n2ncu.org
- Submit the payment for all graduation fees