



REQUEST FOR GRADUATION

INSTRUCTIONS

- Please fill in the form and return it to Registration Unit before the graduation semester and before the deadline mentioned in the academic calendar.
- The name that will appear on your certificate must correspond to the official name in your passport. (A copy of passport must be attached to the form).
- The fee for processing this request is SR500 + VAT. A late submission of the form will incur an additional fee of SR100 + VAT.
- Students who fail to complete all degree requirements by the end of the semester for which they applied to graduate need to reapply.
- The student is obligated to fill in a new form in case of any change in the graduation semester. This request is considered canceled if the student's graduation semester is changed without notifying the registration unit

STUDENT INFORMATION

ID#: _____ Name: _____

Program Type: Undergraduate Graduate Major: _____

Expected Graduation Semester: 1st 2nd Summer Year: 20____ - 20____

Mobile#: _____ Phone#: _____

Email after Graduation (Personal): _____

Student's Signature: _____ Date: _____

Academic Advisor: _____

Signature: _____ Date: _____

REQUIRED SIGNATURES

Accounting Department's Signature: _____ Date: _____

Admission Unit's Signature: _____ Date: _____

REGISTRATION UNIT USE

Registration Unit's Signature: _____ Date: _____