

# The Art Institute of Houston<sup>SM</sup> Office of the Registrar

## Application for Graduation

By completing this application, you are informing The Art Institute of Houston that you believe that you are currently registered in all classes necessary to complete the requirements for your degree at the end of next quarter. **Completion of this application does not guarantee that you will graduate next quarter.** All degree requirements must be met and graduate clearance must be completed before your degree will be released.

Name \_\_\_\_\_ ID # \_\_\_\_\_ Major \_\_\_\_\_

Local Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Current Phone \_\_\_\_\_ Pager \_\_\_\_\_ Cellular \_\_\_\_\_

E-Mail \_\_\_\_\_ Graduation Qtr. \_\_\_\_\_

To the best of my knowledge, I will have fulfilled all the program requirements for my degree when I successfully complete all the courses I am currently taking & the courses I am registered for next quarter. The courses I am taking next quarter are:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

Please check my academic records to see if my understanding is correct. Thank you!

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **\*\*Important Reminders to all Candidates for Graduation\*\***

- All graduating students must order their caps and gowns at The Graduation Store.
- Invitations to graduation are free of charge and will be available from the Registrar's Office during week seven.
- Every applicant must go through graduate clearance that begins Tuesday of the 9<sup>th</sup> week and must be completed by 3:00 pm on Friday of the 9<sup>th</sup> week.
- Make plans to attend the No Hassel for your Tassel schedule by Career Services.
- An Career Services Specialist will be visiting either your Portfolio or Capstone class. They will provide graduation information that will contain detailed dates of all the important things you must accomplish as you prepare to graduate. The information can be picked up in the Career Services Office located on the second floor.

#### *Office Use Only*

Degree Audit checked by Director/Chair: \_\_\_\_\_ Date \_\_\_\_\_

Reviewed by the Associate Registrar: \_\_\_\_\_ Date \_\_\_\_\_

See [aiprograms.info](http://aiprograms.info) for program duration, tuition, fees, and other costs, median debt, federal salary data, alumni success, and other important info.

4140 Southwest Freeway \* Houston, TX 77027 \* 1-713-623-2040 \* Fax 1-713-966-2786 \* [www.aih.artinstitutes.edu](http://www.aih.artinstitutes.edu)



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