The Graduate School

1. Contact the Graduate School's Records & Reports Coordinator, Sandy Orozco, to schedule an appointment for the processing of your application (sorozco1@luc.edu).
2. Please bring this completed form to the Graduate School located on the 4th floor of Granada Center (LSC), along with your $25 fee. The only forms of payment accepted are credit cards and checks.
3. During the appointment, your graduation term and Diploma name will be entered on LOCUS.
4. Please note, the Graduate School will not accept this form after the 15th.

If for any reason you are unable come into the Graduate School office, you may send a check with your application by mail. It must be postmarked by the 15th of the month. The Graduate School mailing address is below:

ATTN: Sandy Orozco
The Graduate School
1032 W. Sheridan Rd
Chicago, IL 60660

*Regular Application Deadlines: February 1 for August conferral, August 1 for December conferral, December 1 for May conferral. LATE application deadlines are February 15th, August 15th, and December 15th respectively.

**Health Sciences Division Students, please submit this form and a $25.00 check made payable to “Loyola University Chicago” to SSOM, Room 300 on the Maywood Campus OR mail to: Graduate School Biomedical Sciences (HSD), Bldg 120, Rm 300, 2160 S. First Ave, Maywood, IL 60153.

Please type or print legibly. Any email correspondence regarding this application will be sent to the student’s LUC account.

Name_______________________________________________________________________________
Please print name EXACTLY as you wish it to appear on your diploma

LUC ID# (NOT SS#)    ________________________________________________________________
Degree applying for (circle one):      PhD            MA             MS           MPP
Program: ___________________________________________________________________________
Term applying to receive degree (circle one):      May       August       December
Year applying to receive degree:     ________________

Commencement Ceremony:
The Graduate School’s commencement ceremony is held once per academic year in May. Early in the Spring semester, The Graduate School will provide information about the upcoming ceremony to recent graduates (i.e. those who received a degree in August or December of the previous year) and to students who have applied to graduate in May.

Graduation Application Late Fee Receipt
(For office use only)

Check Number: ___________  Amount Paid: __________
Date Paid: ___________

Graduate School Stamp