



INSTRUCTIONS

- Please complete this form, obtain clearance from the appropriate departments listed and submit to the Office of the Registrar no later than the Friday before your graduation ceremony.
- **UPDATING YOUR CONTACT INFORMATION:** If you need to make changes to your contact information and your personal email address make the changes in your [Student Portal](#). Following graduation, correspondence will be sent to your Home Permanent address and your personal email address. Your diploma will be mailed to your Home Permanent address on record.

Name: _____
First Middle Last

Student ID#: _____ Class of: _____ Date of Birth: _____ Graduation Date: _____

College: _____

EQUIPMENT CLEARANCE SIGNATURES

- Student ID badge returned Student ID badge lost/not returned—payment for replacement verified*

Signature: _____ Date: _____
Information Technology

- Turning Point clicker returned Turning Point clicker lost/not returned—payment for replacement verified*

Signature: _____ Date: _____
Information Technology

*If your Student ID badge or Turning Point clicker is not returnable, please complete the appropriate replacement form. Completion of the replacement includes proper payment made to the Business Office.

DEPARTMENT CLEARANCE SIGNATURES

- Completed exit loan counseling/exit loan counseling not required

Signature: _____ Date: _____
Financial Aid Office

- No outstanding student account balance owed to California Northstate University.

Signature: _____ Date: _____
Business Office

- No outstanding account balance owed to California Northstate University Library.

Signature: _____ Date: _____
Librarian

- Degree audit completed and all academic requirements fulfilled.

Signature: _____ Date: _____
Registrar

OFFICE OF THE REGISTRAR USE ONLY

Date Received: _____ Date Processed: _____ Processed By: _____ Updated 2/220R