

INSTRUCTIONS - PLEASE PRINT LEGIBLY OR TYPE

419-289-5907

1. **Submit this form ONLY after verification that final grades have been posted. Form may be faxed to 419-289-5650, or emailed to ATS-Registrar@ashland.edu.**

Before the Registrar's Office can verify that an ATS degree will be awarded, all relevant documentation must be submitted. This includes final grades, departmental approval of course substitutions, transcripts of work at other institutions and associated evaluation of credit toward ATS degree requirements. The earliest this occurs is one week after the last day of the term.

2. The graduation date is recorded on the official transcript approximately three weeks after the last day of the term. At that time, formal proof of degree may be obtained by ordering a transcript. **Use this form ONLY if an Early Certificate of Completion is needed before the transcript recording date.**

3. The early certificate of completion is free of charge.

Full Name (Last, First, Middle)		7-Digit ATS ID or last 4 of SSN	
Current Mailing Address - Street		Telephone	
City	State	Zip/Postal Code	
Degree Earned <input type="checkbox"/> Master's <input type="checkbox"/> Doctor of Ministry		Term/Year Degree Expected Term _____ Year _____	

Number of Copies Requested _____

- Special Instructions (specify below):

Student Signature	Date

Hold for pick-up

Mail to address above

Mail to address below

Processed by/Date

Name/Company		
Street Address		
City	State	Zip