

NATIONAL LABOR COLLEGE

Intent to Graduate Form

My degree requirements will be complete at the end of ____ Fall ____ Spring ____ Summer
(Select one semester only-See deadlines below)

Deadlines	Fall	Spring	Summer
Intent to Graduate Form	September 1	February 1	June 1
Completion of Incompletes	December 15	May 15	August 15

Student Information (Please Print):

Name: Last: _____ First: _____ Middle: _____

Date of Birth: _____ Union Affiliation: _____ Local: _____

Permanent Home Mailing Address (your diploma will be delivered to this address via UPS):

Street Address: _____

City: _____ State: _____ Zip: _____

Day Phone: (_____) _____ Evening Phone: (_____) _____ Email: _____

Diploma Information:

Primary Major: _____

Secondary Major (if applicable): _____

PLEASE INDICATE **EXACTLY** HOW YOU WOULD LIKE YOUR NAME PRINTED ON YOUR DIPLOMA (PRINT):

First Name

Middle Name or Initial

Last Name

The non-refundable \$286 graduation fee must be submitted with this form. Your records will not be reviewed until payment of the fee received. If you determine that you will not be completing your degree requirements when initially requested, please contact the Registrar's Office at registrar@nlc.edu. Your diploma and final transcript will be held until all outstanding balances are paid.

Make checks payable to NATIONAL LABOR COLLEGE. DO NOT SEND CASH. If payments are made by credit card, please fill in below information.

Credit Card # (VISA, MC, AMEX): _____ EXP: _____ Security Code: _____

If you have questions regarding your degree requirements, please contact your faculty advisor. If you have questions regarding the graduation process, please contact the Registrar's Office at registrar@nlc.edu.

Student Signature: _____ Date: _____

Return Completed Intent to Graduate Form To:

National Labor College

Registrar's Office

10000 New Hampshire Avenue

Silver Spring, MD 20903

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