



**FAIRLEIGH  
DICKINSON**  
UNIVERSITY

**Declaration of Candidacy for Master's or Doctoral Degree Program**

**Office of Enrollment Services**

**Florham/Madison Campus**

**Metropolitan Campus**

**285 Madison Avenue, M-MS0-04**

**1000 River Road, T-KB1-05**

**Madison, NJ 07940**

**Teaneck, NJ 07666**

**Phone: (973) 443-8600**

**Phone: (201)692-2214**

**Important Instructions:** By filling out this form you are notifying the college of your intention to graduate. This must be done in advance of fulfilling your requirements. Please make an appointment with your advisor to insure you are on track with meeting all requirements for graduation. Please make sure you review your academic program requirements with your advisor to ensure you have taken all of the courses needed to complete your degree program Please verify with the Office of Enrollment Services- Records Department to ensure that all transcripts from classes taken elsewhere have been received.

The Commencement ceremony takes place in May. If you wish to walk in the May Ceremony you may have no more than 6 credits outstanding **AND** you must be registered for the remaining credits for the summer semester. You may also elect to graduate in February or September, but there are no commencement exercises at that time.

There is a **graduation fee of \$170** for a Master's degree or a **graduation fee of \$330.00** for a Doctoral degree. Please remit payment by check or money order made payable to Fairleigh Dickinson University and mail to your home campus at the address above.

Please check your anticipated date of graduation and return this form by the deadlines below.

\_\_\_\_\_ For **February** Graduation return form by the previous *June 1<sup>st</sup>*

\_\_\_\_\_ For **May** Graduation return form by the previous *November 1<sup>st</sup>*

\_\_\_\_\_ For **September** Graduation return form by the previous *March 1<sup>st</sup>*

**Office Use Only**

**SGRD** \_\_\_\_\_

**Diploma** \_\_\_\_\_

Once we receive this form, the records office will perform a review of your academic records. You will be mailed a letter stating whether you may proceed with graduation or have outstanding requirements.

Name \_\_\_\_\_ Student I.D. # \_\_\_\_\_ Date: \_\_\_\_\_

(Last, First)

? I wish to be considered a candidate for the following degree:

\_\_\_\_\_ Master of Administrative Science

\_\_\_\_\_ Master of Science

\_\_\_\_\_ Master of Arts

\_\_\_\_\_ Master of Science in Electrical Engineering

\_\_\_\_\_ Master of Science in Nursing

\_\_\_\_\_ Master of Business Admin.

\_\_\_\_\_ Master of Science in Taxation

\_\_\_\_\_ Master of Public Admin.

\_\_\_\_\_ Master of Arts in Teaching

\_\_\_\_\_ Doctor of Psychology

\_\_\_\_\_ Doctor of Philosophy

\_\_\_\_\_ Master of Fine Arts

? My intended Major (and minor if applicable) is:

\_\_\_\_\_

? I expect to complete my graduate degree requirements by \_\_\_\_\_/\_\_\_\_\_

? My name **EXACTLY** as it is to be inscribed on my diploma: **Print clearly.**

\_\_\_\_\_

? Mailing Address and Phone numbers (where we can mail your diploma or call you if there is any problem):

\_\_\_\_\_

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

Home Number: (\_\_\_\_\_) \_\_\_\_\_ Cell/Work Number: (\_\_\_\_\_) \_\_\_\_\_

? Diplomas are not given out at Commencement. It takes approximately 6 weeks for delivery. We can **HOLD** your diploma in the Records Office for pick up or you may sign below to have it mailed to the address provided on this form. Diplomas will be sent out via priority mail.

Signature \_\_\_\_\_