

**Complete the Graduation Application**

Applications for graduation are submitted through your KSIS Student Center. All degree requirements must be completed prior to the close of the term in which your degree is to be awarded. Please contact your Dean's Office for deadline information.

 **Submit "Hold for Degree" Transcript Orders**

Spring 2018 Graduating seniors may continue to order copies of their transcript, at no additional charge, for 14 days after the term ends. To have degrees listed on final transcripts, orders should be placed "Hold for Degree" by May 25, 2018.

Summer 2018 Graduation seniors may continue to order copies of their transcript, at no additional charge, for 14 days after the term ends. To have degrees listed on final transcripts, orders should be placed "Hold for Degree" by August 24, 2018.

 **Check your Diploma Name and Mailing Address**

Spring diplomas will be mailed by August. Access your KSIS Student Center to check/update your diploma name and mailing address. Diploma names must be updated by May 1<sup>st</sup>; address changes must be made by June 1<sup>st</sup>, 2018.

Summer diplomas will be mailed by October. Access your KSIS Student Center to check/update your diploma name and mailing address. Diploma names and addressed must be updated by September 1<sup>st</sup>.

Please ensure all international addresses are up-to-date and your KSIS record includes a telephone number and email address to reach you once you have returned to your home country.

 **Review your Holds and "To Do" List in KSIS**

Visit your KSIS Student Center to ensure you do not have any holds or items listed on your "To Do" list. Your diploma and/or transcript may not be released until all obligations to the university have been resolved. Offices that may place a hold on your records include Cashiers, Student Financial Assistance, Hale Library, and Athletics. (\*See page 3)

 **Prepare for the Commencement Ceremony**

Visit <https://www.k-state.edu/registrar/graduation/all/#commencement> under Spring 2018 Commencement Instructions link for information regarding your commencement ceremony (schedules, when and where to assemble, parking, academic apparel, invitations, and much more). (\*See page 3)

 **Diploma Express Mail Service**

Students receive a complimentary diploma that is mailed at no charge via USPS. The Office of the Registrar offers an Express Mail Service to mail your complimentary diploma via FedEx or DHL. The form is located on the website <http://www.k-state.edu/registrar/graduation/diplomas.html> under Diploma Distribution information. To utilize the express mail service, the form is due to The Office of the Registrar as follows:

Spring 2018 - June 15, 2018; Summer 2018 - September 15, 2018  
Email [ksugraduation@ksu.edu](mailto:ksugraduation@ksu.edu) for more information. (\*See Page 4)

 **Complete your Senior Survey**

Watch for your Senior Survey from the Office of Assessment via email. Complete the survey and you will be entered for a chance to win a cool prize. (\*See page 5)

*Checklist Continued on Page 2*

## Order your Senior Sidewalk Stone

The Senior Sidewalk, a program sponsored by the KSU Student Foundation, allows you to recognize your success by engraving your name in granite stone, a permanent tribute to your time and accomplishments at K-State. (\*See page 6)

## Order your Yearbook

Commemorate your time at K-State by reserving a 2017-2018 Royal Purple yearbook, a publication made by students, for students. Let the Royal Purple become a treasured keepsake of your time at K-State long after you leave the university. To reserve, add to KSIS at [www.royalpurpleyearbook.com](http://www.royalpurpleyearbook.com) (\*See page 7)

## Attend Grad Bash

Grad Bash will be held on Thursday, May 3<sup>rd</sup> from 4:00-6:00 p.m. at the Alumni Center. This is a free event with food and drinks, live music, and prize drawings sponsored by the K-State Alumni Association. For more information, visit [www.k-state.com/gradbash](http://www.k-state.com/gradbash)

## Update your Post-Graduation Information

Spring 2018

In honor of your graduation, the K-State Alumni Association and your college have partnered together to give you a one-year membership to the K-State Alumni Association. Your complimentary one-year membership will begin on September 1<sup>st</sup>. Please update your contact information at [www.k-state.com/newgrad](http://www.k-state.com/newgrad) or on the K-State Alumni Association app so you can receive your membership card, the *K-Stater magazine and info on Wildcat Discounts*. To view all of your membership benefits, please visit <https://www.k-state.com/membership/benefits.php>.

Summer 2018

In honor of your graduation, the K-State Alumni Association and your college have partnered together to give you a one-year membership to the K-State Alumni Association. Your complimentary one-year membership will begin on November 1<sup>st</sup>. Please update your contact information at [www.k-state.com/newgrad](http://www.k-state.com/newgrad) or on the K-State Alumni Association app so you can receive your membership card, the *K-Stater magazine and info on Wildcat Discounts*. To view all of your membership benefits, please visit <https://www.k-state.com/membership/benefits.php>.

## Apply for Readmission if you Plan to Continue Taking Undergraduate Coursework

If you plan to continue taking undergraduate course work after graduation, you must apply for readmission to the University prior to enrollment ([k-state.edu/apply](http://k-state.edu/apply)). PLEASE NOTE: You may not re-enter the same degree program in which you have already earned a K-State degree. Allow five working days to process your application. Contact the Office of Admissions, 119 Anderson Hall, (785) 532-6250.

If you plan to take courses for graduate credit, contact the Graduate School, 117 Eisenhower Hall, (785) 532-6191.

## Sign up for your Free SALT™ Financial Tool Offered by Powercat Financial Counseling

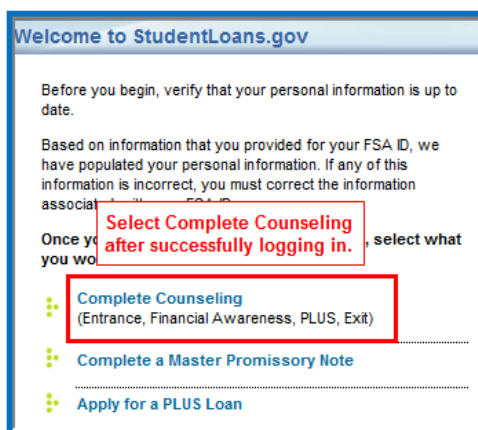
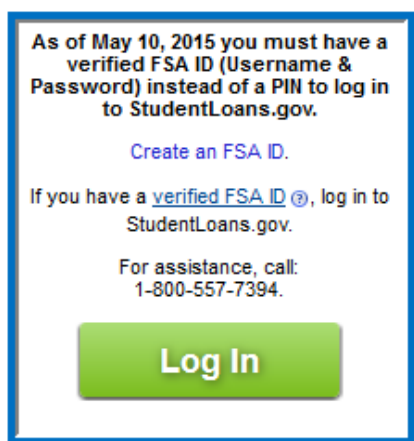
K-State is offering SALT™, a new membership program for students and alums. SALT will help you take charge of your finances, understand student loan repayment, and look for jobs and internships. Plus, it's free to our students and alums. Visit [www.saltmoney.org/k-state](http://www.saltmoney.org/k-state) to sign up. Before you graduate you can also meet on campus with Powercat Financial Counseling for direct assistance reviewing your job offer or student loan repayment options by making an appointment at [www.k-state.edu/pfc/services](http://www.k-state.edu/pfc/services). (\*See page 8)

## Review your Holds and “To Do” List in KSIS:

### Complete Loan Exit Counseling

Borrowers of Federal Direct Student Loans are required to complete Loan Exit Counseling. This requirement is applicable to you if you have received a Subsidized or Unsubsidized Direct Loan. Failure to complete exit counseling will result in a hold being placed on your University transcript and diploma. You may complete this requirement online at [StudentLoans.gov](http://StudentLoans.gov) by logging in with your FSA ID.

Loan Exit Counseling will inform you about repayment options, what to do if you are having trouble making payments, loan forgiveness programs, and more. Visit [StudentLoans.gov](http://StudentLoans.gov) to complete this requirement today!



## Prepare for the Commencement Ceremony



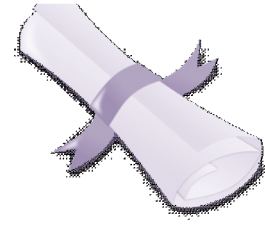
### COMMENCEMENT INSTRUCTIONS

Commencement information regarding ceremony schedules, when and where to assemble, parking, academic apparel, invitations and much more can be found by visiting the following URL:

<https://www.k-state.edu/registrar/graduation/all/#commencement>



## Diploma Express Mail Service



Students receive a complimentary diploma after graduation from Kansas State. Once a complimentary diploma is received in the Office of the Registrar, a student may choose to have the diploma sent via express shipping (FedEx/DHL) by completing the request form and paying the applicable fees.

Please note, **this fee is non-refundable**, for example, if a student is denied graduation or does not graduate when planned. Diplomas are mailed to the student's Diploma/Degree address in KSIS; please make certain the address is correct and that holds in your KSIS account have been cleared.

Please ensure international addresses are current and your KSIS record includes a telephone number and email address to reach you once you have returned to your home country.

Undergraduate students requesting to have their diplomas sent via FedEx/DHL may do so by completing an Express Mail Request Form found on the Office of the Registrar's website. (<http://www.k-state.edu/registrar/graduation/diplomas.html> Diploma Distribution)

Master's students should contact the Graduate School for alternate mailing options.



# CHECK YOUR EMAIL FOR THE SENIOR SURVEY!

If you're eligible, you'll receive a Senior Survey link from the Office of Assessment. Complete the survey and you'll be entered to win one of these cool prizes:

- **Alumni Association photography books**
- **\$15 K-State Campus Store gift card**





# GRADUATING?

COMMEMORATE YOUR TIME AT K-STATE

RESERVE YOUR

## 2017-2018 YEARBOOK



RESERVE  
YOURS AT

[royalpurpleyearbook.com](http://royalpurpleyearbook.com)

 ROYAL  
PURPLE

# Kansas State University

## Still Has You Covered

Salt® will be with you even after graduation.

### Salt Gives You:

- Personalized student loan help
- Expert one-on-one counselling
- Advice and resources for landing a job
- Resources to help, if you need it

For questions about your Salt account or to speak with a loan counselor, contact us at [saltmoney.org/livechat](https://saltmoney.org/livechat).

Join for free at: [saltmoney.org/k-state](https://saltmoney.org/k-state)