

☐ **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 2019 Graduating seniors may continue to order copies of their transcript, at no additional charge, for 14 days after the last day of finale exams. To have degrees listed on final transcripts, orders should be placed "Hold for Degree" by May 31, 2019.

Summer 2019 Graduating seniors may continue to order copies of their transcript, at no additional charge, for 14 days after the last day of finale exams. To have degrees listed on final transcripts, orders should be placed "Hold for Degree" by August 30, 2019.

☐ **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 1st; address changes must be made by June 1st.

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 1st.

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 2019 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 2019 - June 15, 2019; Summer 2019 - September 15, 2019
Email 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 2018-2019 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 (*See page 7)

☐ Attend Grad Bash

Grad Bash will be held on Thursday, May 9th 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

☐ Update your Post-Graduation Information

Spring 2019

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 1st. Please update your contact information at 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 2019

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 1st. Please update your contact information at 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). 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.

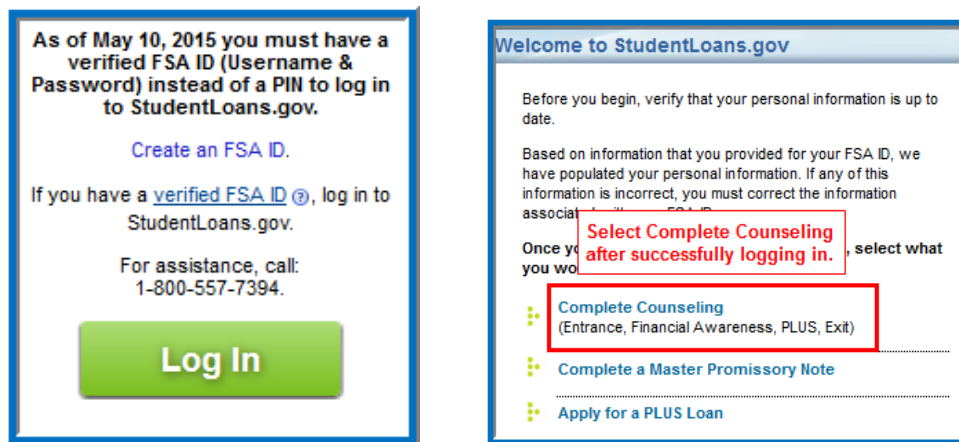
If you plan to take courses for graduate credit, contact the Graduate School, 117 Eisenhower Hall, (785) 532-6191.

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 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 to complete this requirement today!



Prepare for the Commencement Ceremony



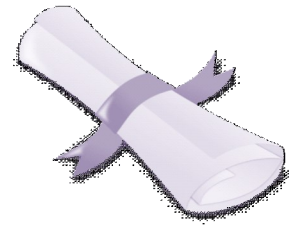
COMMENCEMENT INSTRUCTIONS

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**





Dear K-State family,

Congratulations on your student's graduation! Did you know you can add your student's name to Kansas State University's Senior Sidewalk along the Berney Family Welcome Center as a forever addition to the place we love full well?

When you purchase a commemorative stone paver for your graduate, they will be immortalized in stone on K-State's campus! Your gift honors their hard work and the K-State family while also supporting the college of their choice or the Student Opportunity Awards.

For only \$150, your Senior Sidewalk paver purchase includes:

- A high-quality 4-by-8-inch granite paver located outside of the Berney Family Welcome Center on K-State's campus near the student union.
- Your graduate's name engraved across the paver.
- Graduation year and college can be etched in the upper corners of your granite paver; for example "19" and "AS" for a 2019 Arts and Sciences graduate.
- \$25 of your \$150 tax-deductible donation designated as a gift to your choice of your graduate's college or to Student Opportunity Awards.
- Commemorative certificate that you can present to your graduate to celebrate their graduation and your gift.

Ordering your Senior Sidewalk paver and certificate is simple! Order online at ksufoundation.org/senior-sidewalk, by phone at 785-775-2143 or by completing the order form below and returning it to the KSU Foundation. Though you can purchase a paver year round, **in order to receive the certificate before fall commencement, your order must be placed no later than May 5, 2019.** Your paver will be installed in the Senior Sidewalk during the summer of 2019.

On behalf of the Kansas State University Student Foundation, congratulations!

K-State Proud,
Lane Coberly
 President
 Kansas State University Student Foundation



Student information

GRADUATE'S NAME as you wish it to appear on the stone _____ **GRADUATION YEAR** _____
**One person per stone*

Please mark the graduate's college to be engraved on the stone (only one!):

- | | |
|---|--|
| <input type="checkbox"/> Agriculture (115285) | <input type="checkbox"/> Education (505050) |
| <input type="checkbox"/> Architecture, Planning & Design (E14400) | <input type="checkbox"/> Engineering (129000) |
| <input type="checkbox"/> Arts and Sciences (F17300) | <input type="checkbox"/> Human Ecology (427350) |
| <input type="checkbox"/> Business Administration (C16300) | <input type="checkbox"/> Veterinary Medicine (K93600) |
| | <input type="checkbox"/> Kansas State Polytechnic (Y94000) |

Donation information

Donation is \$150 per stone. \$125 will be designated as a donation to K-State Senior Sidewalk (N06660) and \$25 will be designated as a donation to:
☐ The graduate's college (marked above) OR ☐ Student Opportunity Awards (C38476)
 If no selection is made, the contribution will be applied to Student Opportunity Awards.

Donor information

Name (print) _____
 Address _____
 City _____ State _____ ZIP _____
 Phone _____ Email _____

Please make check payable to Kansas State University Foundation

Credit card payment:

If this is a business credit card, business name: _____

As an added benefit to our donors, the foundation absorbs the fee charged by your credit card company.

CARD NUMBER _____ EXP. DATE _____

SIGNATURE _____ PHONE _____
 Required for credit card gifts

Or make your gift online at ksufoundation.org/senior-sidewalk

Certificate

If the contribution is made by someone other than the graduate, a certificate suitable for presenting to the graduate is provided. The certificate is sent to you separately from the tax receipt. Although we cannot guarantee it, every effort is made to provide your certificate in time for graduation.

This honor has been provided by: _____

Thank you for your generous support!

Please return this card to: KSU Foundation, P.O. Box 9200, Shawnee Mission, KS 66201-1800.
 04 17037 21



ARE YOU GRADUATING?

NEVER CLOSE THE YEARBOOK

Commemorate your time at
K-State with the 2018-2019
Royal Purple yearbook.

**RESERVE YOURS AT
ROYALPURPLEYEARBOOK.COM**