Completing the Conferral Application

1. Log in to my.saintleo.edu.

2. Click the link for eLion.

3. Click the link for Academic Profile.

4. Click the link for Application for Graduation Degree Conferral.
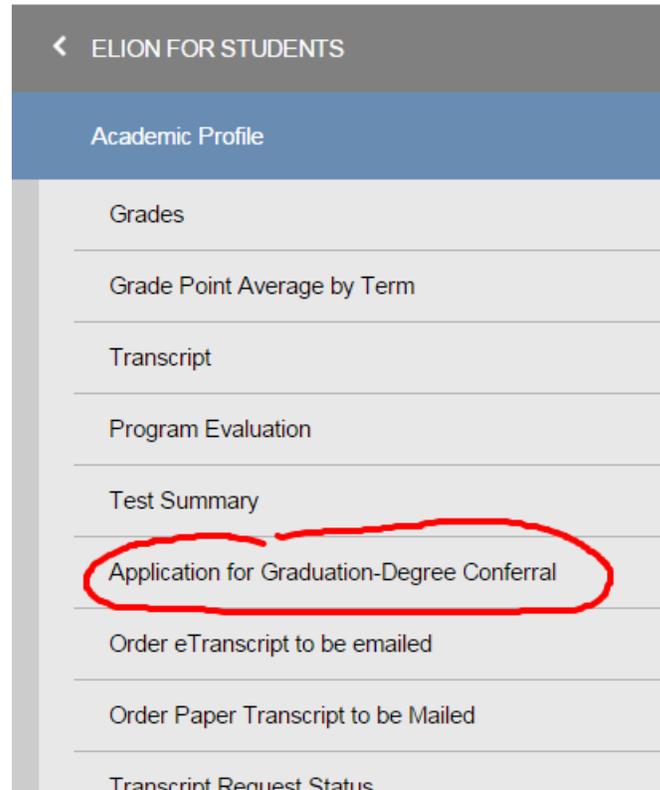
5. Please read <u>ALL</u> of the conferral application instructions.

6. Then <u>scroll down</u> to complete the application.

Graduation Application Instructions:

1. Please choose the correct degree you are applying for. If you do not see the correct degree, please contact your center/advisor.

2. Instructions for your name as it will appear on your diploma:

A. Your diploma name will default from your academic record.

B. You can make simple changes to your first and/or middle name by typing over the default name. For example: William J. Smith (Bill J. Smith; William Joseph Smith; W. Joseph Smith.) You can have your middle name as an initial, spelled out or not displayed.

C. If your last name is different than what appears on your student record we will need legal documentation to change it. Degrees will not be posted if there are any discrepancies in the name.

D. We will accept the following legal documents: Court Documents,Driver License, Social Security Card or Military ID.

E. Scan and email to: graduation.application@saintleo.edu.

F. Contact your academic advisor or center.

G. If you want an accent in your name on your diploma, send an email to graduation.application@saintleo.edu after submitting your application.

3. Mailing Address: Your diploma will be mailed to the address in your record. If you want the diploma mailed to a different address, use this field to make any changes. If the mailing address is an International address, you will need to select the appropriate country. If you wish to change your permanent address, you will need to do so through my.saintleo.edu portal.

4. Email address - all correspondence regarding your diploma will be sent to your SLU email address only.

7. Please check the box next to the program you are trying to confer, then click submit. *If the program you are looking for is not showing, please meet with your advisor.*

Application for Graduation-Degree Conferral

Choose One	Eligible Programs	Degrees	Certificates	Catalog	Majors	Minors	Date Applied
☐	AA Associate of Arts: Liberal Arts	AA		2012	AA		

SUBMIT

LOG OUT | MAIN MENU | STUDENTS MENU | HEL

8. Fill out ALL sections of the Conferral application, then click submit. See the next page if you have questions about filling out the application.

Application for Graduation

* = Required

Selected Program	Degrees	Certificates	Catalog	Majors	Minors	Date Applied
AA Associate of Arts: Liberal Arts	AA		2012	AA		

Verify your name as it will appear on your diploma* [   ]

If you make changes to your name, you may be required
to submit legal documentation to validate your name change.

Verify mailing address below where diploma will be mailed*

[   ]

[   ]

[   ]

City* [Dade City]

State* [Florida ▾]

Zip Code* [33523]

Country [▾]

Important information about receiving your diploma will be sent to the email address below.

E-mail Address   donna.howey@saintleo.edu

I plan to complete my program requirements by "MM/DD/YY"* [   ]

Anticipated Last Term of Attendance* [▾]

If you plan to attend commencement, check box for, Yes ☐

Select, if using Ch.31 Voc Rehab or Ch.33 Post 9/11 Benefits ☐

Application Fee Amount Due   55.00

SUBMIT