

**FORM FOR PAYING UNDERGRADUATE GRADUATION APPLICATION FEE
BY MAIL**

To: Graduation Applicants

From: Office of the Registrar/Graduation Evaluation

Re: GRADUATION FEE

All students applying for a Baccalaureate degree are required to pay a graduation application fee of \$100.00.

Payment can be made in person to the Student Accounting Office, Administration Building, 3rd floor. Attach your receipt to your graduation application.

If you are making payment by mail, complete lower portion and enclose with your check or money order, made payable to "Kean University." Send to the attention of Student Accounting Office, Administration Building, 3rd floor. **A computer-generated receipt will be mailed to you to be attached to your graduation application.** Allow sufficient time so that deadline dates can be met.

DO NOT SEND GRADUATION APPLICATION TO STUDENT ACCT. OFFICE

USE FOR PAYMENT BY MAIL ONLY

REQUEST FOR GRADUATION FEE RECEIPT

NAME _____ ID.NO _____

ADDRESS _____

GRADUATION DATE (CHECK one) Jan ____ May ____ Aug ____ YEAR ____

PLEASE NOTE: You must complete this portion and mail with your payment to the Student Accounting Office. A receipt will be mailed to you from the Student Accounting Office.

THE "COMPUTER-GENERATED" RECEIPT YOU RECEIVE MUST BE ATTACHED TO YOUR GRADUATION APPLICATION. TOGETHER THEY ARE TO BE RETURNED TO THE OFFICE OF THE REGISTRAR.