dongguk UNIVERSITY LOS ANGELES
School of Oriental Medicine

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Dongguk University Los Angeles
440 Shatto Place, Los Angeles, CA 90020
Tel : 213 487-0110, www.dula.edu

Graduation Application

I. Student Information

1. Full Name			2. Student ID	
3. Program	**4. Beginning Term**		**5. Ending Term**	**6. Date Requested**
	Term: Year:		Term: Year:	
7. Phone number			**8. E-mail**	
9. Address			**10. California Board Exam**	**11. NCCAOM Exam**

II. Graduation Instructions

1. You must apply your graduation Application by the deadline stated in the Academic and Administrative Calendar. To apply, go online to contact the Academic Coordinator first and submit this form *(ac@dula.edu)*
2.
3. Graduation fee ($200) should be paid via Populi or at the front office.
4. Keep your address, phone, and email information current via DULA Populi for at least 4 months after leaving DULA, in case the university needs to contact you about the processing of your degree.
5. It is your responsibility to fulfill all requirements no later than the last day of the quarter for which you apply to graduate. You will be removed from the graduation list if the final graduation check reveals deficiencies. If you have an Incomplete in a course that is required, you will not be able to graduate until after you make up the incomplete work, and you must reapply to graduate for another term.
6. The name on your diploma will appear exactly as it does on university records. Accents, tildes, etc., can be added to your diploma if you notify your student records adviser at the Office of the Registrar.
7. For the California Acupuncture Board Exam, please submit a Official Transcript form to the front office.

Student Signature   : _____

TO BE COMPLETED BY UNIVERSITY OFFICE

Academic Coordinator	Student Service Coordinator	Librarian	Program Director	OMC Intern Coordinator	Director of Accounting
International Student Services Advisor	Financial Aid Officer	Registrar	Dean of Academic Affairs		