Graduation Checklist*

Congratulations on reaching your final semester! In order to prepare for graduation and to receive your diploma, please review the following and complete any items that you have not already taken care of.

*Dual degree students should check with IDCE about additional requirements.

**Required**

- **Complete the Application for Degree through [CUWeb](https://cuweb).** You will receive an email from the Registrar’s Office with instructions for how to complete the Application for Degree process several weeks into the semester. This helps us to confirm that you are expecting to graduate at the end of the semester.

- **Complete the online Commencement Attendance Survey.** This survey will provide the Registrar’s Office with the correct information for graduation and Commencement. Even if you will not be attending the Commencement ceremony, you are asked to complete the form for planning purposes.

- **Visit the GSOM Commencement webpage** if you are planning to attend Commencement in May. It will inform you on how to register to attend Commencement, register for GSOM’s Commencement breakfast, and how to order a cap and gown. If you will be attending these events, you **must** fill out the online registration forms. Because each requires a large amount of planning, you cannot show up the day of and expect to participate if you have not RSVPed through these forms.

- **Update your refund address in [CUWeb](https://cuweb).** (Full-time students only) Your contingency deposit refund will not be sent without an updated address, so to do this as soon as you know where your deposit should be sent. If you have questions, you can contact Student Accounts ([saccounts@clarku.edu](mailto:saccounts@clarku.edu)). To update your address, log in to CUWeb and click on Biographical Information. Then click on Update Address(s) and Phone(s). Scroll to the bottom of the page and choose Refund Address from the drop down menu next to Type of Address to Insert. Click Submit and complete the next page with the appropriate information.

  OR

  Complete the [Student Direct Deposit Authorization Form](https://clarku.edu) so that your contingency deposit refund can be direct deposited into your bank account, instead of being sent through the mail. (Questions can be directed to Jeff McMaster, Director of Student Accounts, at [jmcmaster@clarku.edu](mailto:jmcmaster@clarku.edu) or 508-793-7498.)

- **Pay any outstanding balances on your student account.** You can pay any balances on your account by logging into the [ClarkYou](https://clarkyou.clarku.edu) portal, clicking into CU Web, and going to “Student Account Information.”

- **Pay any charges owed to departments outside of GSOM.** This includes, but is not limited to, outstanding parking tickets, overdue library book fees, and on-campus housing fees.

- **Return books you have checked out with the library.** This should be done a couple of weeks prior to the end of the semester.
Ensure that you have met the Stevenish Career Management Center’s (CMC) requirements and that you have been “Cleared for Graduation” on the Clark Recruiter (Full-time students only). We strongly suggest completion of all CMC requirements by the beginning of your last semester. For questions about any CMC requirements, please email GSOMCareers@clarku.edu.

Complete the CMC's Graduation Employment Survey. You will be notified and given instructions via email by the Career Management Center when the Employment Survey is sent.

Optional

Fulfill Optional Practical Training (OPT) Requirements. (International full-time students only) If you are planning to apply for OPT, you must attend an OPT workshop put on by the International Students and Scholars Office.

Order transcripts. Follow the instructions on the Registrar’s Office webpage. If you are a current student or have very recently completed your final semester, see the “Instructions for Current Students” section. If it has been a month or more since you completed your final semester, see the “Instructions for Alumni and Former Students” section. Questions about ordering transcripts should be directed to the Registrar’s Office (registrar@clarku.edu or 508-793-7426).

Update your contact information in CUWeb (mailing address, email address, phone number). Let us know if your contact information will change once you graduate and if it changes in the years following graduation. Even though you may not be here in Worcester with us, we still want to know how you are doing. Let us celebrate your accomplishments with you and we’ll continue to share ours as well!

Join the Alumni Affairs Network. This allows us to invite you to Clark University alumni events and to provide you with updates about what’s happening here on campus.