Final Enrollment Documents Contract (Time Extension)

G706

Student’s Last Name _______________________________ First Name ___________________________ Student ID/CWID __________________________

Degree _______________________________ Department ___________________________ Major __________________________

Semester of Requested Extension ___________________________ IIT Email ___________________________ Telephone (with area code) __________________________

As a condition of degree completion you are advised that final documents, including the final transcript, final diploma, and credential evaluation are required from the institution(s) that conferred your undergraduate and/or advanced degree(s), before a degree may be conferred by Illinois Institute of Technology (IIT). The receipt of these final documents was expected in the first semester of enrollment at IIT. You are requesting a 2nd semester extension to allow additional time for the submission of these final documents, which is being granted by Graduate Academic Affairs, upon filing of this document.

Indicate the reason why a 2nd semester extension is necessary and include your plan to acquire and submit the missing document(s) as soon as possible and before the degree you are pursuing may be conferred.

Explain here:

Student’s Signature ___________________________ Date __________________

Declare your commitment to provide the required missing documents:

I acknowledge that failure to provide all required final documents will result in the non-conferral of the degree I am pursuing at IIT. I understand that IIT may not award a degree, even if the degree program requirements have been met, without the receipt of the missing final documents and conversion of my status to unconditional graduate enrollment status. Should I fail to provide the requisite final documents, IIT will not refund any payments that I have made during my course of study. All final documents must be official, contain the issuing university’s seal/signature and be translated into English (as required) by the English translating service. Final documents and questions regarding the submission requirements are available from http://www.iit.edu/graduate_college/academic_affairs/transcript_eval.shtml.

For domestic degree:
Office of Academic Affairs, Graduate College
Final Documents
Illinois Institute of Technology
10 W. 35th St., Suite 7D7-1
Chicago, IL 60616
graddocs@iit.edu

For foreign degree:
World Education Credential Evaluation Service
http://wes.org/students/index.asp

For internal Use Only

Required
☐ Final Transcript ☐ Final Diploma ☐ WES Credential Evaluation

Contract Recorded
☐ Initial _________________ Date __________________