*Peak Period: last day of the deadline

10. APPLICATION FOR GRADUATION (ONLINE)

This service is given to graduating students who have completed or who are expected to complete the required units of their degree in their last semester. Application period starts one (1) month after the 2nd semester's 1st day of classes and ends after 10 working days.

Office or Division:	Registrar and Admission Division			
Classification:	Complex			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Graduating Students			
CHECKLIST OF REQUIREMENTS			**WHERE TO SECURE**	
Application for Graduation Form Clearance			QCU Website: qcu.edu.ph Registrar and Admission Division	
CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Download application for graduation form and fill out the link for application for graduation posted at QCU Website: www.qcu.edu.ph	1.1 Evaluate the student's record	None	3 working days	Registrar's Staff
	1.2 Notify the student through email of his application status		10 minutes	Registrar's Staff
	1.3 Consolidate the list of candidates for graduation per program and endorse it to the respective program heads / Deans for evaluation of grades in preparation for the Academic deliberation		30 working days	Registrar's Staff /College Dean / Program Chair
	1.4 Post the tentative list of graduating students		30 working days	Registrar's Staff
2. Visit www.qcu.edu.ph for the tentative list of graduating students				

	TOTAL:		60 working days and 10 minutes	