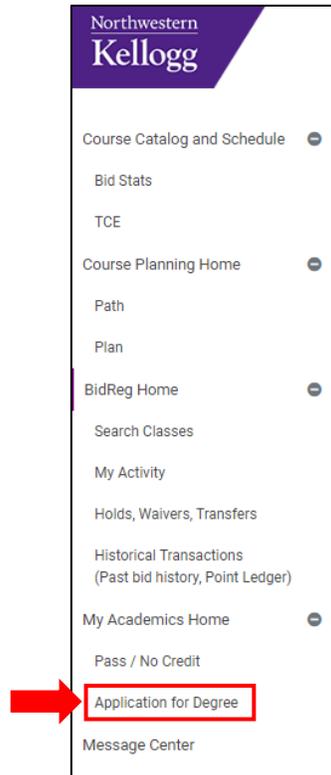
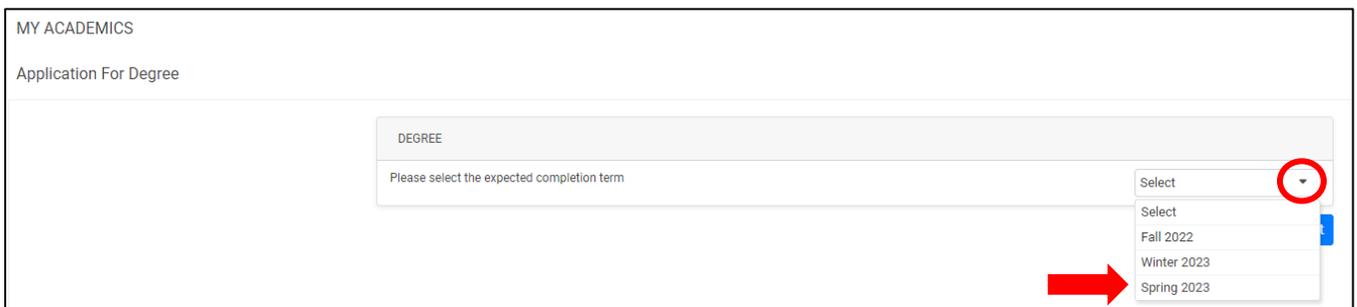


## Instructions on how to submit the Application for Degree

1. Log in to the [Bidding and Registration System](#)
2. Click on the “**Application for Degree**” link found under “My Academics Home” along the left toolbar



3. Select the anticipated grad term from the dropdown menu

A screenshot of the 'Application For Degree' form. The form has a header 'MY ACADEMICS' and a sub-header 'Application For Degree'. Below the header is a large input field labeled 'DEGREE' with the placeholder text 'Please select the expected completion term'. A dropdown menu is open on the right side of this field, showing options: 'Select', 'Fall 2022', 'Winter 2023', and 'Spring 2023'. A red circle highlights the dropdown arrow, and a red arrow points to the 'Spring 2023' option.

4. Click “Next”

A screenshot of the 'Application For Degree' form, showing the 'DEGREE' field with 'Spring 2023' selected in the dropdown menu. A red arrow points to a blue 'Next' button located at the bottom right of the form.

## 5. Check the box next to the petition statement

I hereby petition the Faculty of the Kellogg School of Management to be recognized as a candidate for the degree of Master of Business Administration \*

## 6. Use the dropdown menu to select any majors that you have completed, or that you anticipate completing by the end of your anticipated graduation quarter

MAJOR

Indicate the majors which you would like to be evaluated as part of the degree audit process. [View the Majors & Requirements](#) for any questions

Select Here

Economics; Marketing

Search

- Accounting
- Economics
- Finance
- Management Science
- Managing Organizations
- Marketing
- No Major
- Operations

your diploma name or declared majors, if applicable

## 7. Check the “No Major” box if you do not plan to complete any majors

No Major

Search

- Accounting
- Economics
- Finance
- Management Science
- Managing Organizations
- Marketing
- No Major
- Operations

your diploma name or declared majors, if applicable

## 8. Enter your name as you would like it to appear on your diploma

PERSONAL INFORMATION

Please enter your name below exactly as you would like it to appear on your diploma. The name you specify must be some variation of a current or former legal name that is in the Northwestern University system.  
\*Note: Enter your name in Title Case (e.g. James McDonald O'Sullivan) for publication in the Convocation program. It will appear in ALL CAPS on the diploma and in Title Case on the program. Special characters (e.g. accents or diacritical marks) will be captured and displayed, but parentheses are not allowed. Shortened names and additional names are not recommended. The Registrar's Office reserves the right to review the Diploma Name.

First Name  Middle Name  Last Name  Suffix

9. Once all your information is correctly entered, click the “Submit” button at the bottom right of the page

MY ACADEMICS

Application For Degree

In order to graduate in 2023 of graduation term, you must complete and submit this form no later than Wednesday, February 1. Please note that you are also responsible for completing all degree requirements, which are listed [here](#). If you have questions about this form or about graduation requirements, please email the [Kellogg Registrar](#) for questions.

I hereby petition the Faculty of the Kellogg School of Management to be recognized as a candidate for the degree of Master of Business Administration \*

DEGREE

I expect to complete my degree requirements in **Spring 2023**

MAJOR

Indicate the majors which you would like to be evaluated as part of the degree audit process. View the [Majors & Requirements](#) for any questions

Economics; Marketing

PERSONAL INFORMATION

Please enter your name below exactly as you would like it to appear on your diploma. The name you specify must be some variation of a current or former legal name that is in the Northwestern University system.  
\*Note: Enter your name in Title Case (e.g. James McDonald O'Sullivan) for publication in the Convocation program. It will appear in ALL CAPS on the diploma and in Title Case on the program. Special characters (e.g. accents or diacritical marks) will be captured and displayed, but parentheses are not allowed. Shortened names and additional names are not recommended. The Registrar's Office reserves the right to review the Diploma Name.

First Name  Middle Name  Last Name  Suffix

Any [address changes](#) can also be updated.

Please click on the Submit button to complete the Application for Degree. You may return to this form and resubmit your preferences at any time before the deadline. After that point, please email us at [Kellogg Registrar](#) to request changes to your diploma name or declared majors, if applicable.



10. Changes can be made by clicking the “Edit” button found on the top right of the Application for Degree page even after you have submitted your application, until the submission deadline (see the [Application for Degree](#) webpage for dates)

Application For Degree

CONFIRMATION SUMMARY

Thank you for your submission on 9/19/2022 5:13:28 PM!

You will receive an email notification from the Registrar when your degree evaluation is complete.

