

Guidelines and Policies

Please review the guidelines and policies listed below. You are strongly encouraged to submit this completed form in person, by email or by fax. Forms submitted by mail will be processed based on the date the form is received in the office, not the postmark date, and may result in you missing the submission deadline.

- > All guests for commencement are required to have a ticket to be admitted to the ceremony.
- > Ticket requests must be made prior to the request submission deadline to receive the guaranteed tickets allotted.

May Ceremony Deadline: March 15 December Ceremony Deadline: October 31

- > A maximum of six (6) tickets is guaranteed for submissions received by the deadline date. Up to two (2) additional tickets may be requested, but these additional tickets are not guaranteed. Graduates will be notified approximately 2-4 weeks prior to the ceremony if they will receive additional tickets. Travel arrangements should be made based on the guaranteed 6 tickets.
- > Requests made after the deadline will be filled based on remaining ticket availability. Tickets may be limited and there is no guarantee that tickets will be available for late submissions. Late submissions are not eligible to be entered into the lottery for additional tickets.

Student Information

Student Name: _____ Date of Request: _____
M Number: _____ MSU Email: _____

Ceremony and Ticket Information

Ceremony Attending: May _____ December _____ Year _____

Number of Tickets Requested (You may request a maximum of six (6) tickets): _____
Ticket requests will be filled based on availability if this form is received after the submission deadline date.

Additional Ticket Request (if applicable)

If your request is received by March 15 for the May ceremony or October 31 for the December ceremony, you are eligible to request up to two (2) additional tickets. These tickets are not guaranteed and will be distributed by a lottery after all guaranteed tickets are assigned.

Are you submitting your request by the posted deadline? YES ___ NO ___ Additional Tickets Requested: _____

Acknowledgement and Signature

I have read the guidelines/policies listed above and understand that my ticket request will be reviewed and fulfilled in adherence with MSU's commencement ticket guidelines as posted on the MSU Commencement website.

Signature: _____ Date: _____

For Graduation Office Use Only

Date Received: _____ Eligible for Additional tickets: Y / N Added to File: _____

Tickets Assigned: _____ Processed Notification Sent: _____ TicketMaster or Paper Tickets

