

Dear Students,

If you are going to graduate on Spring 2009:

- 1) Please fill out **graduation petition** form and submit it to the student office with \$200 before **April 25, 2009**.
- 2) Please make sure that you have submitted the Following documents to the student office.
 - A copy of your bachelor's degree diploma and an **official transcript**
 - For transferring students, please also submit one set of **official transcript** for your prior school for transferring units.
 - Notarized copy of the transcript are also accepted

3) Fill out OPT I-20 form at

<http://www.svuca.edu/home/update/RequestforOPTnew.pdf>

4) and submit it to info@svuca.edu before **May 30, 2009**.

Please allow us 1 to 2 weeks to process your OPT I-20 and feel free to contact student office if you have any questions.

SVU