COLLECTIVE GRADUATION CEREMONY FOR GRADUATE PROGRAMS

Date: August 28, 2014

Venue: Bogotá Royal hotel – Salón Colombia

Time: 6:00 p.m. (Colombian time)

Dear Student,

Should your graduation ceremony be scheduled for the above-mentioned date, the following procedure must be carried out between July 3rd and July 11th, 2014:

1. Please fill out the survey to assess your completed program through the following link [www.eafit.edu.co/gradosposgrado](http://www.eafit.edu.co/gradosposgrado).

2. Upon completion of the survey, submit a graduation application. A graduation fee bill, which includes the payment details, will then be generated for the amount of six hundred and ninety-one thousand, six hundred pesos ($691,600 legal currency). To start the process, please go to Ulises, [www.eafit.edu.co/ulises](http://www.eafit.edu.co/ulises) and follow these steps:

   - Click on the Solicitudes (Applications) tab.
   - Click on the Grados (Graduation) option in the left hand menu.
   - Click on Solicitudes de Grado (Graduation Application.)
   - Click on the Generar liquidación de grados (Generate graduation fee bill)

Option to complete the application form.
- You only need to choose a code if you are graduating from one program, but you need to tick the corresponding codes if you are graduating from two or more programs.
- Click on the Generar Liquidación (Generate the Bill) button.

- Payment of the bill may be done:

   - Through the E-commerce by clicking on the Pagar (Pay) button.
   - In one of the banks listed on the bill. To do so, print the bill by clicking on the Imprimir (Print) button and using a laser printer.

   **Warning:** If you are going to make the payment on the last day, the bank will only accept payment until 4:00 p.m. (Colombian time). E-commerce payments may be done until 11:59 p.m.

Once payment of the graduation fee is confirmed through the Universidad EAFIT system, you will be identified as a graduating student candidate.
3. If you have already made the payment for the graduation fee of an earlier graduation ceremony, you did not graduate and you meet all the requirements to graduate on August 28th, 2014, follow the steps listed in paragraph (2).

**Requirement:**

In order to gain your degree, you must have approved all of the corresponding curriculum coursework. Any Dissertation, Monograph or Thesis you may have must be submitted on a CD to the Library. You also need to have a good standing certificate from all the University units and have completed the program assessment survey. This verification will be carried out by the Admissions and Registrar's Office on August 15th, date on which all grades must be recorded in the system.

**Note:** You will receive a message through your Institutional e-mail address before July 30th, only if you have any pending documents, not otherwise. Note that your institutional email means the e-mail address you were provided by the University.

**Refer to:**

1. The list of the students who paid for the graduation fee: July 23rd
2. The final list of students who will graduate: August 15th
3. Graduation ceremony time and instructions: August 20th

You may see this information by entering:
- The Admissions and Registrar's Office web page www.eafit.edu.co/admisiones in the Profile of the Estudiantes posgrado (Graduate Students), then, Grados (Degrees) and Paso 3: solicitud y pago derechos (Step 3: Graduation application and payment), or

**Important:**

In Admissions is generated the diploma with your full name and applied the spelling rules.

**Admissions and Registrar’s Office**

July 2nd, 2014.