



DEPARTMENT OF DEFENSE  
NATIONAL DEFENSE UNIVERSITY  
COLLEGE OF INTERNATIONAL SECURITY AFFAIRS  
WASHINGTON, D.C. 20319-5066



CLASS OF **[INSERT YEAR HERE]**:  
**OFFICIAL THESIS TITLE, GRADUATION,  
& OUT-PROCESSING INFORMATION**

For end of the year activities (Thesis Symposium, CISA Out-Processing, and Graduation), CISA will need to gather information from you to streamline these efforts. This is one short form that requires completion.

1. **The NDU Graduation name confirmation:** Please provide the correct spelling of your title/rank and your first & last names as it should appear on your diploma. This information will also be used in conjunction with the Thesis Symposium materials. If there are questions regarding the name confirmation, please speak with CISA Registrar Ms. Sheila DeTurk.

2. **Your official thesis title:** Please provide the official title of your thesis, required for symposium panel grouping and for the symposium's program. Note that we are unable to make changes to the symposium materials once they are sent to the printer. If there are questions regarding the official thesis title, please speak with Dr. Rameez Abbas or Ms. Brianna Harwart.

3. **NDU Alumni Email Account/Staying Connected:** Upon graduation, NDU provides all its graduates with a lifetime email account. The CISA alumni office was established to provide assistance for post-graduation requests and keep its graduates connected via a monthly e-newsletter, mobile education trainings, online educational resources, and an annual NDU alumni security seminar. If you have any questions regarding the CISA alumni program or your alumni email account, please contact Ms. Faith Ssebikindu at [faith.n.ssebikindu.civ@msc.ndu.edu](mailto:faith.n.ssebikindu.civ@msc.ndu.edu).

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## PRIVACY ACT STATEMENT

**AUTHORITY:** 10 U.S.C. 2165, National Defense University; 10 U.S.C. 2163 Degree Granting Authority for National Defense University and E.O. 9397, as amended (SSN).

**PURPOSE:** The data provided will be used to update your National Defense University (NDU) record. NDU data are used to authenticate and identify NDU personnel and students; track academic enrollment, assignments, progress, and assessments; track personnel records and actions; create academic transcripts and related reports; facilitate award of degrees and credentials; conduct analysis for regional and DoD academic accreditations; and create reports for University leadership to aid in the development of effective curricula, facilitate academic completion requirements.

**ROUTINE USES:** Data are shared with other Federal/State agencies and contractors for the purpose of communicating educational credentials and accrediting University programs. For a complete list of routine uses and authorities see the applicable system of records notice, National Defense University (NDU) Student Data Files (September 21, 2010, 75 FR 57458). The notice is located at: <https://dpcl.d.defense.gov/Privacy/SORNsIndex/DOD-wide-SORN-Article-View/Article/570570/dndu01/>

**DISCLOSURE:** Voluntary. However, if data in NDU systems are not up-to-date, your NDU entitlements/privileges and the ability of NDU systems to identify you as an NDU-affiliated person could be delayed or inaccurate. The production of accurate academic transcripts may not be possible. Home addresses will be used for mustering in the event of an officially declared manmade or natural disaster (DoDI 3001.02) and for notification of a Privacy compromise, loss or stolen (breached) personally identifiable information (PII). If addresses are not correct these two requirements will not be performed with accuracy as to your location.

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OMB CONTROL NUMBER: XXXX-XXXX  
OMB EXPIRATION DATE: XX/XX/XXXX

**AGENCY DISCLOSURE NOTICE**

The public reporting burden for this collection of information, [Insert OMB Control Number], is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or burden reduction suggestions to the Department of Defense, Washington Headquarters Services, at whs.mc-alex.esd.mbx.dd-dod-information-collections@mail.mil. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number

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**Academic Program:**

- RDFP
- SCAP
- JSOMA
- RDFP Part-Time
- SCAP Part-Time

**Name as listed on Diploma:**

*Please DO NOT provide a rank. Please DO NOT type in all CAPS- use regular upper and lower case, as provided in the example below.*

*Examples of format: John R. Smith / John Robert Smith / John Smith*

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**Name appearance as listed in Commencement Program:**

*Provide rank, branch of service/agency, and country. Please provide last name (in CAPS), then first name (Sentence Case).*

*Examples of format: SMITH, John, MAJ, United States Army / SMITH, John Thomas, Department of State*

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**Rank abbreviation for Thesis Symposium program & Alumni Records:**

*Please ensure the proper capitalization and appearance of your rank, especially the International Fellows.*

*Examples of format: LTC / LtCol / Mr. / AMB*

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**FIRST and LAST name appearance in Thesis Symposium program:**

*Even if this is the same as the Commencement program name confirmation, please provide again for verification.*

*Examples of format: John R. Smith / John Robert Smith / John Smith*

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**Branch of service or agency:**

**Example: U.S. Army | Department of State | Ministry of Internal Affairs**

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**Country:**

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**Official Thesis Title:**

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**What is your preferred non-NDU email address?**

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**What is your non-NDU telephone number?**

*Please provide the area code/country code. If you are unable to respond due to security concerns, please state that in the text field below.*

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**Phone Type:**

- Home
- Mobile
- Office
- Other

**What was your pre-CISA position?**

*Please provide your position title, assignment location, and brief description of the level of responsibility. If you are unable to respond due to security concerns, please state that in the text field below.*

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**What is/will be your post-CISA position?**

*Please provide your position title, assignment location, and brief description of the level of responsibility. If you are unable to respond due to security concerns, please state that in the text field below.*

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**Are you expecting to be promoted after your graduation from CISA?**

*Is your post-CISA assignment a promotion? If you are unable to respond due to security concerns, please select N/A below.*

- Yes  
 No  
 N/A

**How can CISA support your professional development?**

*Please be as specific/descriptive as possible.*

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**Alumni Communications: Would you like to be added to the Washington D.C. CISA events distribution group?**

- Yes  
 No

**Would you like to receive an NDU Alumni email account?**

- YES, I would like to receive an NDU Alumni email account.  
 NO, I would NOT like to receive an NDU alumni email account.