

University of Hawai'i at Hilo

GRADUATION APPLICATION

Non-Refundable Fees (subject to change): \$15.00

Additional \$15.00 for Hawaiian Language Diploma

A change in the expected graduation date is possible only within the same academic year (i.e., Fall to Spring to Summer) without an additional fee. **Another application and fee are necessary if changes are made from one academic year to the next academic year.**

This is an addendum to the information contained in the Application for Degree/Certificate. Please keep this information for future reference.

1. Students may complete graduation requirements at the end of the fall, spring, or summer term. A December ceremony is held for summer and fall graduation candidates. A May ceremony is held for spring candidates.
2. Graduation applications should be submitted **ten months** before the expected completion date. Deadlines are published in the UHH Academic Calendar. Late applications will be processed for the next available graduation term.
3. Students who are certified as graduates and who do not have financial obligations at the University of Hawaii may pick up their diploma at the Office of the Registrar. The diploma distribution date is provided in your congratulations letter. Those attending the graduation ceremony are given only the diploma cover. Diplomas may also be requested by mail. The request form is available at the Office of the Registrar or online at: www.uhh.hawaii.edu/studentaffairs/records/forms.php
4. Students who have not completed all graduation requirements as expected must inform the Office of the Registrar of his/her continued interest in completing his/her program. The student must contact the Office of the Registrar by the deadline stated on the letter sent by the Advising Center listing any academic deficiencies.

NOTE: Preliminary graduation evaluations will be emailed to your hawaii.edu address.

SOME FRIENDLY REMINDERS

1. Please observe the deadline of the semester for which you are applying.
2. Use a pen or type your information so that it is legible on each copy of the form.
3. **NOTE** - Students anticipating graduation must reapply for admission if they wish to continue enrollment after graduation.
4. After submitting your Graduation Application, verify that the Office of the Registrar has received your application by checking STAR for Students, "From your Advisor" tab, "Events & Actions".

<u>Graduation Application Deadline</u>	<u>Priority Deadline</u>	<u>Final Deadline (NO EXCEPTIONS)</u>
Fall 2009 Graduation	April 1, 2009	September 11, 2009
Spring 2010 Graduation	October 1, 2009	January 29, 2010
Summer 2010 Graduation	April 1, 2010	June 18, 2010
Fall 2010 Graduation	April 1, 2010	September 10, 2010
Spring 2011 Graduation	October 1, 2010	January 28, 2010