

University of Hawai'i at Hilo
APPLICATION FOR DEGREE/CERTIFICATE

1. Graduation applications are submitted to the UH Hilo Business Office with a non-refundable fee before the deadline dates listed in the UH Hilo academic calendar. Graduating students must complete this application whether or not they wish to have a diploma or attend the commencement exercise.
2. A separate application and graduation fee is required for each degree or certificate being completed. Exception: Students with **double majors** submit only one graduation application fee. (Double majors are listed on one diploma.)
3. Students must immediately report any change in the expected graduation date to the Office of the Registrar.
4. The names of students who submit this application **will** appear in the UH Hilo Commencement Program as graduation candidates **unless** otherwise requested. Only those students who are certified as meeting graduation requirements and other university obligations will receive the diploma or certificate.
5. Students are notified about their certification when the graduation review is completed, approximately three weeks after the end of the semester. Official transcripts posted with graduation data are usually available four weeks after the end of the semester.

I have read the above and indicate my understanding by affixing my signature.

_____ Signature _____ Date _____

Print name:

_____ Last _____ First _____ Middle _____

Current Address: (Will be Updated)

Phone Number:

 _____ Zip _____

Area Code _____ Number _____

E-Mail Address: _____@hawaii.edu

Address after Graduation:

Phone Number after Graduation:

 _____ Zip _____

Area Code _____ Number _____

(Press Hard and Print Clearly)

Advisor's Name _____

Student ID# _____

Advisor's Signature _____

Print your **legal name** in this box as you wish it engraved on your diploma. It is customary to use the full name rather than initials.
 Example: Leslie Doe Smith (45 characters maximum including spaces)

I am applying to graduate in: _____ (Fall or Spring or Summer Term) _____ (Year)

Please check and complete the appropriate places:

BA degree in (List major) _____ Option: _____

Bachelor of Business Administration degree (List major) _____

BS degree in (List major) _____ Option: _____

Minor in _____ Option: _____
(Awarded only with baccalaureate degree)

Certificate in Teacher Education (List grade level) _____

Master's in (List major) _____ Plan A: _____ Plan B: _____

Doctor of (List major) _____

Campus based Certificate Program in _____

If you wish to obtain a Hawaiian language diploma **in addition to** the English language diploma, check the box below and submit an additional \$15.00 fee. **TOTAL PAYMENT OF \$30.00 REQUIRED FOR THE ENGLISH AND HAWAIIAN DIPLOMAS.**

Hawaiian language diploma in (list major / option) _____