

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 and fee. (Double majors are listed on one diploma.)
3. Students must immediately report any change in the expected graduation date to the Office for Student Affairs.
4. The names of students who submit this application will appear in the UH Hilo Commencement Program as graduation candidates. 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 3 - 4 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:

Zip

Phone Number:

Area Code

Number

E-Mail Address:

Address after Graduation:

Zip

Phone Number:

Area Code

Number

(Press Hard and Print Clearly)

Student ID# _____

Sex: F
 M

Advisor's Name _____

*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

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

Please check and complete the appropriate places:

- BS degree in Agriculture (List area of specialty) _____
- BA degree in (List major) _____ Option: _____
- Bachelor of Business Administration degree
- BS degree in (List major other than Agriculture) _____ Option: _____
- Minor in _____
(Awarded only with baccalaureate degree)
- Certificate in Teacher Education (List grade level) _____
- Master's in (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) _____