

## UNIVERSITY OF HAWAII 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 summer, fall, or spring 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 may pick up their diploma at the Records Office when notified by the Records Office. (Those attending the graduation ceremony are given only the diploma cover at the ceremony.) Diplomas may also be requested by mail; a special form and a money order to cover any mailing charges must be submitted. This form is available in the Records Office.
4. Students who have not completed all graduation requirements as expected must inform the Records Office of their continued interest in completing their program. They must contact the Records Office by the deadline stated on the letter sent to them listing their deficiencies.

### 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.

[gradapp.frm 05/15/03]