**GRADUATION APPLICATION INSTRUCTIONS**

**Form Completion Instructions**

**Contact info:** Complete this section as indicated, with both current and future addresses and phone numbers. Be sure to include your 8-digit student ID number.

**Graduation term:** Indicate your intended graduation term and year.

**Legal name on diploma:** Print your legal name exactly as you want it to appear on your diploma. This field is limited to 45 characters, including spaces and ‘okina.

**Diploma language:** The $15.00 graduation application fee includes one diploma in either English or Hawaiian. You must indicate your choice and initial. If you do not indicate a language choice, you will receive an English language diploma. Additional diplomas are available for $15.00 each. When choosing a diploma language, please be aware that the staff of the UH Hilo Office of the Registrar cannot translate the Hawaiian language diploma; also, some employers require a copy of the diploma as proof of graduation and may only accept a diploma in English.

**Graduation catalog(s):** Work with your advisor to determine catalog eligibility. Catalog choices (term and year) must be indicated on the graduation application.

**Degree(s) to be awarded:** Check the appropriate box and list major/program and option, if applicable.

**Exclude name from program:** Check box and initial if you want your name excluded from the Commencement program.

**Signature and date:** The graduation application is not valid unless it is signed by the applicant and dated.

Submit completed form with the appropriate fee(s) to the UH Hilo Cashier Office, Student Services Center, Room W101.

**Application Deadlines**

<table>
<thead>
<tr>
<th>Graduation Term</th>
<th>Priority Application Deadline</th>
<th>Final Deadline (NO EXCEPTIONS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer 2017</td>
<td>April 3, 2017</td>
<td>July 7, 2017</td>
</tr>
<tr>
<td>Fall 2017</td>
<td>April 3, 2017</td>
<td>September 8, 2017</td>
</tr>
<tr>
<td>Spring 2018</td>
<td>October 2, 2017</td>
<td>January 26, 2018</td>
</tr>
<tr>
<td>Summer 2018</td>
<td>April 2, 2018</td>
<td>July 6, 2018</td>
</tr>
<tr>
<td>Fall 2018</td>
<td>April 2, 2018</td>
<td>September 7, 2018</td>
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</tbody>
</table>

**Important Graduation Information**

**Degrees:** Graduation can only be processed for the degree program/minor/certificate indicated on the graduation application. Any major(s), option(s), minor(s), or certificate(s) listed in our records but not listed on your application will be cancelled.

**Graduation evaluation:** Students submitting graduation applications by the priority deadline should receive a preliminary graduation evaluation via STAR for Students under “Advisor Notes” prior to the end of the registration period in which the student is planning to graduate; this preliminary evaluation will track the student’s progress toward graduation and will note any deficiencies. Please note that if your application is received by the priority deadline but is incomplete, you may or may not receive an evaluation. Students submitting graduation applications by the final deadline are not guaranteed a preliminary evaluation. It is highly recommended that students work closely with their faculty advisor(s) to review all graduation requirements.

**Deficiencies and deferral:** Students who have not completed all graduation requirements as expected will have their graduation applications deferred to the following semester. Automatic deferment of the graduation application only happens within an academic year (i.e., fall to spring to summer). If the student does not complete his/her graduation requirements by the end of the academic year (summer), the graduation application will be cancelled. Students who wish to defer their graduation date must contact the Office of the Registrar. A new application and processing fee is required if changes are made from one academic year to the next academic year.

**Commencement ceremony:** Students may complete graduation requirements at the end of the fall, spring, or summer term. A ceremony is held in December for summer and fall candidates; a ceremony is held in May for spring candidates. Please note that the commencement ceremony is separate from the actual degree certification and conferral. Participation in a commencement ceremony and/or inclusion in the commencement program does not indicate official graduation or degree conferral.

**Enrollment after graduation:** Students who wish to continue enrollment after graduation must apply and be re-admitted by the Admissions Office. If you are already registered for the term following graduation, your status will be changed to Graduate Unclassified level during the conferral process and any WUE students will be changed to non-resident status; these changes may affect tuition rates. If you have registered for classes beyond your graduation term and wish to discontinue enrollment at UH Hilo, you must drop all classes yourself. Failure to withdraw will result in tuition and fees being assessed to your account.

Visit hilo.hawaii.edu/registrar/GraduationInfo.php for more information on graduation.

Rev. 1/2017