



## GRADUATION APPLICATION INSTRUCTIONS

Office of the Registrar / 200 West Kawili St. Hilo, HI 96720-4091 / Student Services Center, First Floor Rm E-101 / Phone: (808) 932-7447 / Fax: (808) 932-7448 / E-mail: uhhro@hawaii.edu

### 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 Fee:** The \$15.00 graduation application fee includes **one diploma** in both English & Hawaiian. **Only one diploma cover provided.** Additional diplomas are available for \$15.00 each.

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

**Exclude name from any public graduation announcements:** Check box and initial if you want your name excluded from any public graduation announcements.

**Commencement Release:** The applicant's signature on the Graduation Application form temporarily releases the directory information restrictions enacted by the student so that photos and video can be taken at the events associated with commencement. The applicant's signature also allows photos and videos taken at the commencement ceremony to be posted on any University of Hawaii system or campus website and may also appear on UH Hilo social media pages, including but not limited to YouTube, Facebook, Instagram, and Twitter.

**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

Graduation Term	Priority Application Deadline	Final Deadline*
Summer 2021	April 1, 2021	July 2, 2021
Fall 2021	April 1, 2021	September 10, 2021
Spring 2022	October 1, 2021	January 28, 2022
Summer 2022	TBA	June 24, 2022
Fall 2022	April 1, 2022	September 9, 2022
Spring 2023	October 3, 2022	January 27, 2023
Summer 2023	TBA	June 23, 2023
Fall 2023	April 3, 2023	TBA

### 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 or submitted by the final deadline, you may not receive 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.

**\*Graduate Students Only:** For students pursuing a Graduate level degree (Masters and Doctoral Degrees), graduate students are allotted additional time to apply for graduation in order to prepare the thesis/dissertation and oral defense, and to determine if the program can be completed successfully that semester. Please visit [hilo.hawaii.edu/registrar/GraduationInfo.php](http://hilo.hawaii.edu/registrar/GraduationInfo.php) for the extended Graduation Application deadline for graduate students.

Rev. March 2021