# HOFSTRA UNIVERSITY

**Graduate Receipt for Graduation Application**

First Name: _____

Middle Name: _____

Last Name: _____

Student ID: _____

Month of Graduation: (check one)

May August December

Year of Graduation: 20_____

Last Name: _____

(First) (Middle)

Today's Date: _____ Student ID: 700 - _____

Permanent Address: _____

City/Town: _____ State: _____ Zip: _____

Graduate Degree: _____

Month of Graduation: May August December

Year of Graduation: 20_____ Gender: Male Female

*For Informational Purposes:*

Major(s): _____

Office of Academic Records, 207 Memorial Hall, Hofstra University, Hempstead NY 11549-1260

## *Please follow the directions below before completing the form*

This is Hofstra University's **Graduate Graduation Application**. This application **MUST** be completed by those students who have completed the necessary requirements of his/her program and intend to graduate. Please note, students who lack up to 6 credits prior to Commencement may fill out an Graduation Application as a participant. When completed, please submit to the Office of Academic Records, 207 Memorial Hall. After the application is received, in this office, it will be processed. The left side of the application (your receipt) will be returned to you within 2 weeks. The right side of the application will be retained by Academic Records. Please follow the directions below.

1. Please complete both sides of the application and write in blue or black ink only.
2. On the right side of the application, please print the exact form of your name as you wish it to appear on your diploma. Please include any appropriate spaces, punctuation, etc. Name changes will not be recognized unless satisfactory documentary evidence is filed with the Office of Academic Records.
3. The University cannot be responsible for the reprinting of diplomas due to candidates who fail to print legibly or to notify the Office of Academic Records of any name changes.
4. Every candidate for graduation must file this Graduate Graduation Application in the Office of Academic Records by October 1 for December graduates and March 1 for May graduates. August candidates must file by June 15 for Summer Session I, July 15 for Summer Session II, and August 15 for Summer Session III. **Your name will not appear in the Commencement Program if the application is filed after the deadline.** There is a $25 fee for filing late. (please see Tuition and Fees in the University *Bulletin*.)
5. Please **return this application to the Office of Academic Records in room 207 Memorial Hall** for processing. For your convenience, you may fax this form to the Office of Academic Records at (516) 463-6421 or mail this form to: Office of Academic Records, Memorial Hall Room 207, 126 Hofstra University, Hempstead, NY 11549-1260.

**Important:** If you are planning on continuing your education beyond your current degree, you must submit your new application to the Hofstra University Graduate Admissions Office located in Memorial Hall, Room 105. During your last semester of attendance, any future semester records will be made inactive. You cannot attend any courses not needed for your current degree until you have been accepted into a new program or accepted as a Graduate Non-matriculated student.

If there are any questions, please call (516) 463-6680. Thank you.