

HOFSTRA UNIVERSITY

Undergraduate 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: _____

Undergraduate Degree: _____

Month of Graduation: May August December

Year of Graduation: 20_____ Gender: Male Female

For Informational Purposes:

Major(s): _____ Minor(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 **Undergraduate 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 Undergraduate Graduation Application in the Office of Academic Records by the following deadlines:

For May Graduation: October 1st without any fee. If application is received **after October 1st - \$25.00 fee.**
If this application is received later than **March 1st - \$50.00 fee.**

For August Graduation: March 1st without any fee. If application is received **after March 1st - \$25.00 fee.**
If this application is received later than **August 15th - \$50.00 fee.**

For December Graduation: May 1st without any fee. If application is received **after May 1st - \$25.00 fee.**
If this application is received after **October 1st - \$50.00 fee.**

Your name will not appear in the Commencement Program if the application is filed after the second deadline.

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. If there are any questions, please call (516) 463-6680, option 1. (Academic Records) Thank you.

Effective Fall 2008: any student with an "I" (incomplete) grade must complete their course work and obtain their new effective grade to avoid being moved to the next graduation date. Students with "I" (incomplete) grades for any semester after Fall 2008 will not be eligible to graduate until a Change of Grade form is submitted for them.