HOFSTRA
UNIVERSITY

Office of Academic Records and Registrar
207 Memorial Hall, 126 Hofstra University, Hempstead, NY 11549-1260

Undergraduate Graduation Application Form

The Hofstra University Undergraduate Graduation Application Form **MUST** be completed by students who have fulfilled the necessary program requirements and intend to graduate. Students who lack up to four semester hours of course work prior to commencement may fill out a Graduation Application as a commencement participant. When completed, please submit to the Office of Academic Records and Registrar, 207 Memorial Hall. Once processed, the left side of the application (the receipt) will be returned to students within two weeks. The right side of the application will be retained by the Office of Academic Records and Registrar.

Please follow the directions below before completing the form.

1. Please complete the left and right sides of the application; 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 and Registrar.
3. The University cannot be responsible for the reprinting of diplomas due to a candidate's failure to print legibly or notify the Office of Academic Records and Registrar of any name changes.
4. Every candidate for graduation must submit an Undergraduate Graduation Application to the Office of Academic Records and Registrar by the following deadlines:

   For May Graduation: October 1 without any fee. If application is received **after October 1**, there is a **$25 fee**. If this application is received later than **March 1**, there is a **$50 fee**.

   For August Graduation: March 1 without any fee. If application is received **after March 1**, there is a **$25 fee**. If this application is received later than **August 15**, there is a **$50 fee**.

   For December Graduation: May 1 without any fee. If application is received **after May 1**, there is a **$25 fee**. If this application is received after **October 1**, there is a **$50 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 and Registrar in 207 Memorial Hall, South Campus**, for processing. For your convenience, you may fax this form to the Office of Academic Records and Registrar at **516-463-6421**, or mail this form to: Office of Academic Records and Registrar, 207 Memorial Hall, 126 Hofstra University, Hempstead, NY 11549-1260. If there are any questions, please call **516-463-8000**, option 2.

Effective Fall 2008: Students with "I" (Incomplete) grades must complete their course work and obtain a new final 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.

HOFSTRA UNIVERSITY

Receipt for Undergraduate Graduation Application

First Name: _____

Middle Name: _____

Last Name: _____

Student ID: 70_____

Month of Graduation: (Check one.)

❑ May ❑ August ❑ December

Year of Graduation: 20_____

Last Name: _____

(First) (Middle)

Today's Date: _____ Student ID: 70_____

Permanent Address: _____

City: _____ State: _____ ZIP: _____

Undergraduate Degree: _____

Month of Graduation: ❑ May ❑ August ❑ December

Year of Graduation: 20_____

For Informational Purposes:

Major(s): _____ Minor(s): _____

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