

Application for Graduation

(Submit directly to Registrar In-Person NOT your Advisor).

Approved applications can be scanned and e-mailed to sawka@njit.edu

Office of the Registrar

New Jersey Institute of Technology

Candidates for graduation must complete this application, **obtain advisor approval**, and submit it to the Office of the Registrar. Payment of the **\$110.00** graduation fee will be charged to your account. Candidates for graduation will be notified by the Office of Publications, Advertising and Special Events regarding cap and gown distribution and other related commencement information.

Students who do not graduate will be automatically added to the next commencement list and billed for the appropriate fees.

Applications must be submitted by **October 15th** for students who will complete their degree requirements by the end of the Fall term, **November 15th** by the end of the Spring term and **June 15th** by the end of the Summer term.

Submission of an application for graduation and payment of the graduation fee by the deadline are prerequisites for participating in the graduation ceremony.

The initial list of candidates is available on the [registrar web site](#). The list portrays your name as it will appear on the diploma. **Any changes along with documentation such as a passport, birth certificate or marriage license must be submitted in writing to the Registrar's Office with this application.**

See the Registrar Graduation Web Site for further information

NJIT STUDENT ID #

_____ - _____ - _____

Last name _____ First Name _____ Middle Name _____

TERM you expect to complete your degree requirements

_____ **Fall (January Graduation)** Graduates attend May commencement ceremony-diplomas mailed February

_____ **Spring (May Graduation)** University Commencement Ceremony

_____ **Summer (August Graduation)** Graduates attend the following May commencement ceremony-diplomas mailed September

DEGREE Bachelor's . _____ Master's _____ Ph.D. _____

MAJOR _____

CHECK HERE IF YOU WANT YOUR NAME PRINTED DIFFERENTLY FROM THE WAY IT APPEARS IN HIGHLANDER PIPELINE. (DOCUMENTATION TO SUPPORT THIS CHANGE MUST BE SUPPLIED WITH THIS FORM)

Please update your address via [Registrar On-Line](#). Diplomas will be mailed to permanent addresses for US citizens and permanent residents and the US local address for International students.

E-MAIL ADDRESS _____

ADVISOR'S SIGNATURE

ADVISOR'S NAME

DATE