

**Application for Graduation
(Submit To Registrar in-person or via fax at (973) 802-1854)**

**Office of the Registrar
New Jersey Institute of Technology**

Candidates for graduation must complete this application 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 in the Registrar's Office and will appear on all department bulletin boards and the registrar web site. The list portrays your name as it will appear on the diploma. **Any corrections 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.**

Academic departments certify all candidates for graduation. Names will be removed from the graduation list if the academic requirements of the department have not been completed prior to the graduation date. Students who complete their requirements during the summer and fall terms will be members of the following May graduation class. Diplomas will be sent via certified mail for those students who do not attend a graduation ceremony.

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 NAME _____

DATE _____