



APPLICATION FOR GRADUATION

Office of the Registrar

Complete and sign this form to apply to graduate. Upon completion, please submit to the Office of the Registrar in-person, by mail, fax, or email. Contact information is located at the bottom of this form.

The deadlines for submission of this form are as follows:

Fall Semester Completion
December 1

Spring Semester Completion
March 1

Summer Completion
July 1

If the deadline falls on a weekend or holiday, the deadline will be the following business day. Upon submission and processing of the application for graduation, a commencement fee of \$120 will be charged.

After the deadline, each department will review the candidates for degree. Students will be notified of their eligibility for graduation and participation in the commencement ceremony. Students who remain eligible for the commencement ceremony will begin receiving important communications regarding commencement activities.

NJIT STUDENT ID: _____

LAST NAME: _____ FIRST NAME: _____ MIDDLE NAME: _____

NAME AS IT SHOULD APPEAR ON DIPLOMA (IF DIFFERING FROM ABOVE):

(PLEASE NOTE: DEVIATION FROM THE NAME RECORDED ON YOUR STUDENT RECORD MAY REQUIRES OFFICIAL NAME CHANGE DOCUMENTATION, SEE <http://www.njit.edu/registrar/forms/Name.pdf>)

TERM/YEAR OF EXPECTED GRADUATION

FALL _____ SPRING _____ SUMMER _____

DEGREE LEVEL (circle one): Bachelor Master PhD

MAJOR _____ CONCENTRATION (if applicable): _____

PERSONAL EMAIL ADDRESS: _____

PERMANENT ADDRESS AFTER GRADUATION: _____

(diploma will be mailed to this address) _____

STUDENT SIGNATURE _____ DATE _____

ADVISOR SIGNATURE _____ DATE _____

SUBMIT THIS FORM BY THE DEADLINE TO THE OFFICE OF THE REGISTRAR IN THE STUDENT MALL, FAX-973.642.7898, OR SCAN AND EMAIL TO: MARYANN.SAWKA@NJIT.EDU

FOR OFFICE USE ONLY	
DATE RECEIVED: _____	RECEIVED BY: _____