



APPLICATION FOR GRADUATION

DEADLINES

- Application and Payment for Degree / Certificate: **Last Day of Instruction**
- To have your name printed in the Commencement Program: **April 1st**

Students are strongly recommended to meet with their academic advisor for a **preliminary** degree/certificate check. Students are encouraged to review their STAR and MyUH account to ensure accuracy. Applications must be submitted to the **Admissions & Records Office** for processing and payment assessment.

STUDENT INFORMATION

Name: _____
Last First MI
UH Number: _____ **OR** UH Username: _____
Phone: _____ Personal Email: _____

Print your **legal name** clearly as you want it to appear on your diploma or certificate (limit to 45 characters)

Important Note: Acceptable legal names will be determined by your name on record with the UH system

DEGREE INFORMATION:

Major: _____ Concentration (see back): _____

- | | | |
|---|---|---|
| <input type="checkbox"/> AA - Associate in Arts | <input type="checkbox"/> AS - Associate in Science | <input type="checkbox"/> AAS - Associate in Applied Science |
| <input type="checkbox"/> CA - Certificate of Achievement | <input type="checkbox"/> CO - Certificate of Competence | <input type="checkbox"/> ASC - Academic Subject Certificate |
| <input type="checkbox"/> I plan to participate in the Spring Commencement ceremony. | | EXPECTED GRADUATION TERM |

****There is a \$25 charge for all printed diploma's and certificates****

Fall 20____ Spring 20____ Summer 20____

IMPORTANT INFORMATION

- Your student account will be charged the applicable diploma fee. Payment may be made in-person at the Business Office or online through your MyUH account. Failure to pay may result in a financial obligation to the University of Hawaii.
- A complimentary Hawaiian language version of your diploma will be provided at no charge. Please note that the Hawaiian language version is available for the Associate degrees & CAs ONLY and will NOT include a diploma cover.
- Applications received after the last day of instruction will delay the processing and receipt of your diploma.
- A notification letter will be sent informing students of their graduation status. Students who do not meet graduation requirements at the end of the semester are required to submit another Application for Graduation for a subsequent semester.
- Diplomas will only be issued to students who have paid their fee and have no outstanding financial obligation on their student account. Diplomas are mailed to the address on record and must be accurate by the end of the semester.

I have read and understand the above information. I also understand that this form may not be accepted if STAR reflects any INCOMPLETE program and graduation requirements.

Student Signature: _____ Date: _____

Admissions & Records Office	Business Office
Catalog Year: _____ <input type="checkbox"/> PT _____ <input type="checkbox"/> AW _____ <input type="checkbox"/> DN _____ <input type="checkbox"/> SHADIPL <input type="checkbox"/> CEREMONY Amount Charged: <input type="checkbox"/> \$25 <input type="checkbox"/> \$50 <input type="checkbox"/> \$_____	Amount Paid: \$ _____ Processed by: _____ Date: _____
COMMENTS:	

****If you do not see a certificate that you believe you can be awarded, please visit or contact our Admissions & Records Office to inquire.****

****You will be charged \$25 for each certificate checked below****

Major	Concentration	✓ Box	
		CO	CA
Accounting	Basic Accounting		
	Accounting Assistant		
	Payroll Preparer		
	Small Business Acctg		
	Tax Preparer		
	Accounting		
		CO	CA
Auto Tech	Drive Train Specialist		
	Engine Specialist		
	Undercar Specialist		
	HEV Diagnostic & Repair		
	HEV Prev Maint & Repair		
	Non-Struct Analysis		
	Auto. Green Technology		
	Elec/Comp Control Tech		
	Heavy Line Tech		
	Driveability Tech		
Master Auto Serv Tech			
		CO	CA
Business	Retail Essentials		
	Entrepreneurship		
	Management Essentials		
	Management		
		CO	CA
Creative Media	Animation		
	Digital Photography		
	Digital Video		
	Event Technology		
	Graphic Arts		
	Music Production		
	Web Design		
		CO	CA
Culinary Arts	Food Prep		
	Culinary Arts		
	Adv. Culinary Arts		

Major	Concentration	✓ Box	
		CO	CA
Elec Install & Maint Tech	Solar Energy Tech		
		CO	CA
Electronics Tech	Cisco I		
	Cisco II		
	Electronics Tech		
	Computer Support		
	Programming		
	Network Security		
	Network Admin & Security		
		CO	CA
Facilities Engineer Tech	Facilities Engineer Tech		
	Mechanical, Electrical & Plumbing		
		CO	CA
Hospitality & Tourism	Hospitality Essentials		
	Hospitality & Tourism		
	Hospitality Management		

Major	Concentration	AS
Natural Science	Biological Sciences	
	Physical Sciences	
	Pre-Engineering	