

**GRADUATE STUDIES AND CONTINUING EDUCATION
GRADUATION CLEARANCE APPLICATION**

This application must be completed and returned to the Graduate Office (Hepburn 203) before the appropriate deadline date. I am applying for the following graduation date (**check one**):

_____ **Fall:** Requirements completed Summer III/Fall semester-**deadline to apply Oct 15**

_____ **May:** Requirements completed spring semester- **deadline to apply Dec 15**

_____ **Summer:** Requirements completed Summer I / II **deadline to apply June 15**

NOTE: Students completing course requirements during the summer do not participate in the Commencement program that year; they are invited to the following year's ceremony.

EFFECTIVE NOVEMBER 1, 2006: \$25 NON-REFUNDABLE PER APPLICATION GRADUATION CLEARANCE FEE PAYABLE DIRECTLY TO THE BURSAR'S OFFICE.

Student Empl ID #: _____/Last 4 digits of SSN #: _____

Last Name _____ **First** _____

Other _____

Clearly print your complete name EXACTLY as you would like it printed on your diploma, including spacing and punctuation. Change of name and documentation (not reported) must accompany this request, otherwise the diploma and final transcript will not reflect any changes.

- First Name _____
- Middle/Other name _____
- Last name/Suffix _____

PROGRAM/PLAN (i.e., Math; Special Edu; CJ) _____

(#) _____ TRANSFER CREDITS: YES OR NO From: _____

My culminating activity is (check one): Thesis ___ Research Report ___ Comprehensive Exam ___ Recital/Exhibition ___ Externship ___ Practicum ___ Internship ___ None _____

Address: _____ Apt. # _____

City _____ State _____ Zip code _____

Is this a new address? Circle one please. **Yes** **No**

Telephone: () _____ EMAIL _____

I acknowledge and accept full responsibility that I have read the directions and completed the statements on this application to the best of my knowledge.

Signature _____ Date _____

NOTIFICATION: As soon as the audit of your record is complete, you will receive a letter from the Graduate Office informing you of the outcome. Ceremony information will be sent under separate cover during the Spring semester. Inquiries directly to:

MVARGAS@NJCU.EDU FAX 201-200-2188

PLEASE READ OTHER SIDE: IMPORTANT INFORMATION

(Revised 02.20.2008)



Office of Graduate Studies & Continuing Education
2039 Kennedy Blvd.
Jersey City, NJ 07305-1597
Hepburn Hall, Rm 206
tel: 201-200-3409 fax: 201-200-3411

TO: Graduate Students Filing for Graduation
FROM: Office of Graduate Studies and Continuing Education
RE: Continuing Graduate Study Beyond Degree Completion

Policy

Students completing a master's degree or professional diploma program who wish to continue their graduate studies must apply and be accepted for admission to pursue a subsequent degree, certificate or certification eligibility, or courses only.

Graduating students may not enroll in any classes in a subsequent term until they have received a letter of admission for their new program.

Simplified Application Requirements

Students completing a master's degree or professional diploma program are not required to resubmit any documentation already provided that may be required for admission to a new program (e.g., transcripts, test scores). Please contact the Office of Graduate Studies and Continuing Education for requirements for specific programs.

Possible Financial Aid Implications

If a student received financial aid while enrolled in a current or previous degree or certificate program at New Jersey City University, please note that this eligibility for financial aid ends upon completion of that program of study.

If a student wishes to continue to be eligible for financial aid for courses taken after completion of his/her of study, the student must first matriculate (be accepted into) the new program of study.

For any questions about your eligibility for financial aid for subsequent programs of study, please contact your financial aid counselor at 201-200-3173.