

# UNIVERSITY OF HAWAI‘I AT MĀNOA GRADUATE APPLICATION FOR DEGREE

BODF-G

**PLEASE PRINT CLEARLY**

Name \_\_\_\_\_ UH Number \_\_\_\_\_ - \_\_\_\_\_  
Family/Last First Middle

Phone: \_\_\_\_\_ Email: \_\_\_\_\_@hawaii.edu

**Name (first middle last ) in upper/lower case as it will appear on your diploma. Titles are to be excluded. Limit to 45 characters.**

**Important:** Acceptable names will be determined by your name on record with the University. Check MyUH to see current name on record.

DATE OF EXPECTED GRADUATION:                      FALL                      SPRING                      SUMMER                      YEAR: \_\_\_\_\_

Degree: \_\_\_\_\_ Program: \_\_\_\_\_ Specialization: \_\_\_\_\_  
(M.Ed., M.S., Ph. D, etc) (Accounting, Botany, etc) (EECB, CMNS, MB)

Hometown: \_\_\_\_\_  
(Los Angeles, California; Lihue, Kauai; Seoul, Korea, etc)

Your name and hometown will be printed in the commencement program. Please initial \_\_\_\_\_ if you have requested non-disclosure and would like to have your name appear in the commencement program.

For summer applicants, indicate the commencement program in which you wish to have your name printed:

Important (for Summer applicants only): If you have requested to have your name printed in the Spring Commencement Program and your application is received after the deadline for printing the Spring Commencement program, your name will appear in the Fall program.

Previous degree earned:

1<sup>st</sup> Degree \_\_\_\_\_ Year Awarded \_\_\_\_\_ University \_\_\_\_\_  
(B.A., B.S., B.ED., etc.)  
 2<sup>nd</sup> Degree \_\_\_\_\_ Year Awarded \_\_\_\_\_ University \_\_\_\_\_  
(M.A., M.S., M. Ed., etc.)  
 3<sup>rd</sup> Degree \_\_\_\_\_ Year Awarded \_\_\_\_\_ University \_\_\_\_\_  
(M.A., M.S., M. Ed., Ph.D., etc.)

1. This application must be completed no later than three weeks after instruction begins during the semester of graduation and no later than June 1<sup>st</sup> for the Summer Session. Submit form to your Shidler College of Business Academic Advisor.
2. The fee for processing your graduation application is \$30.00 for each advanced degree and \$21.00 for microfilming and binding 1 copy of your thesis/dissertation (for Hamilton Library), both subject to change.
3. Cash or check payment may be submitted to the Manoa Cashier’s Office, QLCSS 105 or by credit card online through MyUH Portal under “review my charges” a few weeks after submitting this form to your academic advisor. Do not submit payment with this form.
4. Any changes on this form should be reported immediately to the Shidler College of Business a gbusrec@hawaii.edu.
5. Diplomas will be available for pick-up ten weeks after graduation at the Registrar’s Office, QLCSS Room 010.

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**REQUEST TO MAIL DIPLOMA  
(COMPLETE THIS SECTION ONLY IF DIPLOMA IS TO BE MAILED)**  
 Contact the Registrar’s Office, QLCSS 010 (808-956-8010) to update mailing address for diploma.

**PLEASE PRINT CLEARLY**

NAME: \_\_\_\_\_  
 MAILING ADDRESS: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Important:** Address information provided will be used solely for the purpose of mailing your diploma. You may update your mailing address online on MyUH. You may also submit a written request to the Registrar’s Office to update your mailing and/or permanent address.

College SAS Use Only \_\_\_\_\_

MGD Use Only

Banner Term: \_\_\_\_\_ SHADEGR: \_\_\_\_\_ Fee (BODF) \_\_\_\_\_ Thesis (BODT) \_\_\_\_\_

SHADIPL: Name \_\_\_\_\_ Hometown \_\_\_\_\_ Mailing Address \_\_\_\_\_

Inactivate/Update next SGASTDN: \_\_\_\_\_ User: \_\_\_\_\_