

# THE COLLEGE OF NEW JERSEY

## APPLICATION FOR CONFERMENT OF ADVANCED DEGREE

Name: Last _____ First _____ MI _____			ID #: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> (8 digit TCNJ ID or 9 digit S.S. #)
Local Address _____			Telephone # Day: _____
City _____	State _____	Zip _____	Telephone # Evening: _____
E-Mail Address: _____			Credits Completed for Program: _____
Present Program: _____			Code: _____

Please check the semester you intend to finish your Master's Degree.

<u>Semester</u>	<u>Application Deadline</u>	<u>Graduation Date</u>
___ Fall 2007	September 24, 2007	December 21, 2007
___ Spring 2008	January 28, 2008	May 16, 2008
___ Summer 2008	February 18, 2008	August 18, 2008

**IMPORTANT NOTICE:** The official Graduation dates for the 2007-2008 Academic Calendar Year are currently still under review, and therefore have not be listed at this time. Official dates will be posted on the online Academic calendar once they have been approved.

This application is for students who will have all degree requirements completed by the end of the semester in which they are applying. If you do not complete all of the degree requirements, and do not graduate in the semester for which you applied, you **must** reapply for conferment of degree, however, the graduation fee only applies the first time for which you apply to graduate for this degree.

### ALL DEGREE REQUIREMENTS MUST BE COMPLETED BY THE END OF THE SEMESTER

PLEASE COMPLETE THE FOLLOWING:

\_\_\_ I will be taking all courses during my final semester of studies.

\_\_\_ I will be taking some courses at The College of New Jersey, and some at other institutions. \*\*

\*\*Permission is required to take courses at another institution.

List courses to be taken at another institution.

Institution: \_\_\_\_\_ Courses: \_\_\_\_\_

\_\_\_ I will be completing my requirements in another way (i.e. credit by exam; completing "IN" or "IP" from a previous semester)

Please explain: \_\_\_\_\_

### DIPLOMA AND SPRING COMMENCEMENT EXERCISES

Please complete the following areas:

ON THE LINE BELOW, PRINT YOUR NAME AS YOU WISH IT TO APPEAR ON YOUR CERTIFICATE. PRINT IT CLEARLY - BE EXACT - USE CORRECT SPACING, HYPHENS, UPPER CASE, lower case, etc.

**LAST NAME MUST BE THE SAME AS THE LAST NAME ON YOUR OFFICIAL ACADEMIC RECORD**



**I WILL**        **I WILL NOT** ATTEND THE COMMENCEMENT EXERCISES IN SPRING  
If planning to attend, please provide the following cap and gown information

SEX:     **MALE**     **FEMALE**    **HEIGHT:**    ft    in    **WEIGHT**    lbs.    **CAP SIZE:** \*\*Use a tape measure to measure the circumference of your head. Convert to cap size using this chart. **Please circle one:** 20 1/2" = 6 1/2    21 3/4" = 6 7/8    23" = 7 1/4    24 1/4" = 7 5/8    21" = 6 5/8    22 1/4" = 7    23 1/4" = 7 3/8    24 1/2" = 7 3/4    21 1/4" = 6 3/4    22 3/4" = 7 1/8    23 3/4" = 7 1/2

### THE GRADUATION FEE

All Applications for Graduation must be accompanied by payment of a one time, non-refundable \$75.00 Graduation Fee or your account will be charged and you will have to pay by credit card on TESS. Applications submitted in person or mailed must include the application fee. The Graduation Fee may be paid by cash, check, money order, or by the use of a credit card via TESS (credit card payments are not accepted at the cashiers window). You must file a new application if you previously filed, but did not graduate, however, you are not required to pay another graduation fee. Your previous payment will be verified. If verification cannot be made, you will be contacted. Applications submitted after the deadline will be charged an additional \$35.00 non-refundable late fee.

### GRADUATION FEE PAYMENT INSTRUCTIONS:

The application must be submitted to Student Financial Services (Cashiers Office). You may submit and pay the fee (cash, check or money order) in person, or send a check or money order (no cash) with your application though the mail. If you choose to fax your application, your account will be charged the one time application fee and late fee (if applicable). You may also pay on TESS by credit card, once your account has been billed.

In-person:

This application with fee(cash, check or money order) should be taken to:  
The Cashier 's Office  
Green Hall, Room 119  
Hours: 8:45 a.m. to 4:00 p.m., Mon. – Fri.

Mail payment:

Mail application with payments to:    The College of New Jersey  
The Cashier's Office  
Green Hall, Room 119  
PO Box 7718  
Ewing NJ 08628-0718

Fax application (credit card payment only):    609-637-5111

If you are mailing or faxing this application, please complete the following appropriate area: (Check only one)

    If you are reapplying please indicate date original application payment was made

    Enclosed please find my    check,     money order for \$75.00 in payment of the Graduation Fee (mail, or in person only)

    Enclosed please find my    check,     money order for \$110.00 in payment of the Graduation Fee and late fee payment. Select this option if submitted after the application deadline. (mail or in person only)

    I wish to fax my application and pay the \$75.00 graduation fee (before application deadline) by credit card.

(Your account will be billed, and may be paid by credit card on TESS)

    I wish to pay the \$110.00 graduation and late fee by credit card. (Your account will be billed and may be paid by credit card on TESS) Select this option only if application is submitted by fax after the application deadline.

**NOTE: Please do not send cash. Cash payments must be made in person only**

Revised: 9/18/06