

APPLICATION FOR ASSOCIATE DEGREE, CERTIFICATE OF ACHIEVEMENT, or ACADEMIC SUBJECT CERTIFICATE

Instructions: Please print clearly, attach appropriate payment, and return to the address above.

Name _____ UH ID/Username _____
Last First Middle
Address _____ Phone No. _____
Email _____

Please **PRINT YOUR NAME CLEARLY** (as you wish it to be printed on your diploma or certificate):

First

Middle

Last

Check ONE: (A separate application must be filed for each degree or certificate sought in a subsequent term):

- Associate in Arts Degree in Liberal Arts
 Associate in Science Degree in _____
Specialization*: _____ (*Required for Educational Paraprofessionals, Food Service, New Media Arts majors)
 Associate in Technical Studies in _____
Specialization*: _____ (*Required for New Media Arts majors)
 Certificate of Achievement in _____
Specialization*: _____ (*Required for Educational Paraprofessionals, Food Service, New Media Arts majors)
 Academic Subject Certificate in _____

Date of expected graduation: _____ Currently enrolled: Yes No
(FALL, SPRING, SUMMER) YEAR

If graduation is denied or cancelled, a student must submit a new Application for Graduation if he/she wishes to graduate in a subsequent semester. The graduation fee is non-refundable but applicable to a future semester if graduation is denied. A copy of this application should be submitted as proof of payment when reapplying for graduation. Students will be notified by mail of their graduation status and when diplomas will be available. A picture I.D. is required to pick up the diploma at the Kekaulike Information and Service Center. Transcripts certifying graduation will be available 4-6 weeks after the degree conferral date. If desired, hard copy transcripts must be requested and purchased. Graduation questions may be directed to the Kekaulike Information and Service Center at (808) 734-9555.

Commencement Exercise: KCC commencement exercise is held once a year in mid-May. All graduating students are required to indicate below whether they plan or do not plan to participate in the Kapi'olani Community College's commencement exercise. Please go to the KCC website at www.kcc.hawaii.edu to look up the detailed graduation information and graduation pre-ceremony preparation by doing a search under the word "graduation" as no mailing of this information is forthcoming.

Check ONE: I plan to participate in the next May commencement exercise. Yes No

HAWAIIAN LANGUAGE DIPLOMAS may be ordered for an additional fee. All writing will be in Hawaiian with the exception of the student's name, degree, and major appearing in English. All diplomas will be issued in official cases.

Check ONE: AA/AS/ATS/CA English Diploma Only (\$15.00 fee) Academic Subject Certificate (\$15.00 fee)
 AA/AS/ATS/CA English & Hawaiian Diplomas (\$30.00 fee)

Date: _____ **Student Signature:** _____

Office Use Only: SOAHOLD (Financial Obligation): Yes No

Banner ID: _____ Fee Posted By: _____ Date: _____ Fee Paid/Date: _____

- Graduation Approved
 Graduation Denied

By: _____ Date: _____
Reason for Denial: _____