

GRADUATION CHECKLIST *for*

candidates for undergraduate, masters, advanced certificate, and doctoral degrees

___ **Are you eligible to graduate?** The Senior Check Sheet indicates which of the remaining requirements you must meet to be eligible for graduation. At the beginning of the term in which you will complete 90 credits, you can expect to receive your Senior Check Sheet by mail from the University Registrar. If you have not received your Senior Check Sheet by mid-November, you may request a copy from. Emily Caldwell, University Registrar Graduation Services, (212) 998-4878.

___ **Did you apply to graduate?** Degrees are not automatically awarded since many students choose to complete more than the minimum degree requirements. It is your responsibility to notify the [Office of the University Registrar/Degree Audit and Graduation Services](#) when you are ready to graduate. You must apply to graduate to receive an invitation to graduation and commencement ceremonies.

NYU Steinhardt will celebrate your academic achievements at its ceremonies as follows:

___ **If I am an Undergraduate**

Baccalaureate Ceremony: *Tuesday, May 17, 2011, 11:00AM at The New Beacon Theatre. Academic attire is required. Each undergraduate student will receive a total of 4 tickets (one for the candidate and three for guests).*

___ **If I am a Masters Degree or 6th Year Advanced Degree Candidate**

Valedictory Celebration: *Tuesday, May 17, 2011, 2:30PM at The New Beacon Theatre. Academic attire is required.*

Each master's/ advanced certificate student will receive a total of 3 tickets (one for the candidate and two for guests).

Baccalaureate & Valedictory Invitation

Eligibility: Invitations will be mailed to candidates for undergraduate degrees, masters and advanced certificate degrees for the 2010-2011 academic years -- September 2010, January 2011 and May 2011. *Tickets are required for candidates and guests.*

<http://steinhardt.nyu.edu/graduation/celebrations/2011>

Invitations will be mailed in early April. If you do not receive your invitation by April 25, contact the University Registrar's Office for [Student Services](#) to confirm your graduation.

Ticket Distribution: Tickets to the Baccalaureate Ceremony and Valedictory Celebration will be distributed from Ticket Central, the Skirball Center for the Performing Arts:

Wednesday, May 4, 2011
Thursday, May 5, 2011
Friday, May 6, 2011
Monday, May 10, 2011

___ **If I am a Doctoral Degree Candidate**

Doctoral Convocation: *Thursday, May 12, 2011, 3:00PM at the Skirball Center for the Performing Arts. Candidates who have met degree requirements and successfully passed oral examinations by April 15, 2011.*

<http://steinhardt.nyu.edu/graduation/celebrations/2011#d>

___ **Have you ordered your Cap & Gown?**

Order on- line by Monday, April 12 at www.herffjones.com/college/nyu

The Schools, Colleges, and Divisions of New York University traditionally join in celebrating an all-University Commencement each year. This year marks the 179th Commencement Exercises.

__ Have you ordered tickets for Commencement, Wednesday, May 18, 2011, Yankee Stadium? *Tickets are required.*

Commencement Invitation Eligibility:
Invitations for the all-University Commencement are mailed to all graduates and candidates for degrees and certificates for 2010-2011 academic year -- specifically for September 2010, January 2011 and May 2011.

Friends and family who are unable to attend the ceremony can join in the celebration by viewing the ceremony live on the web. Visit www.nyu.edu/commencement for web cast and more information.

__ Attending Grad Alley? Tuesday, May 17, 2011, 5:00 to 8:00PM, NYU will host its *Commencement Eve Celebration* marking the accomplishments of our students, transforming West 4th Street, Greene Street, Washington Place and Gould Plaza, into an outdoor festival featuring music, dancing, street performers, food and fun! Ticket information will be mailed in late March with your all-University Commencement invitation.

__ Do you want graduation portraits? The NYU Photo Bureau will offer Commencement Portrait sessions May 4-May 6, 12:00PM-8:00PM, and May 7, 9:00AM-8:00PM, -- Kimmel Center, 4th Floor. [Click here for more info](#)

_ UNDERGRADUATES, have you checked out activities planned just for you? *Senior Formal 2011*, Saturday, April 16, 2011; *Strawberries and Champagne Toast to the Class of 2011*, Monday, April 25, 2011.
steinhardt.nyu.edu/graduation/activities

__ MASTERS/DOCTORAL CANDIDATES have you checked out activities planned just for you? Check with your departments.

__ Have you requested a transcript? A [transcript of your academic work](#) is the most acceptable way to present your academic credentials to potential employers or graduate schools. The University Registrar will issue official transcripts for all work completed at NYU directly to schools, employers, and scholarship organizations. Be sure to [request transcripts](#) well in advance of application deadlines by completing a Transcript Request Form, [available here](#). Transcripts are generally mailed 5 working days from the time of your request. There is no charge for this service.

__ Have you checked that any transfer credit requested from other universities has been awarded and posted to your NYU transcript?

__ Are your student accounts clear? To be eligible for graduation, make sure you are in good financial standing with New York University for all accounts.

__ Is your Survival Kit Up-To-Date? Have you...

- Met with a [Career Counselor](#) to discuss your job search strategy?
- Composed your [resume and written a cover letter](#) and had them reviewed?
- Accessed [NYU CareerNet](#) to view job listings in your field?
- Surfed the net to [research industries, organizations and job leads](#)?
- Attended a Job [Search and Networking Skills or Interviewing Skills Seminar](#)?
- Practiced your interviewing techniques in a Mock Interview or via [InterviewStream](#) webcam recorded interview practice tool?
- Attended any [job fairs](#), employer presentations, or Industry Expos?
- Attended an [On-Campus Recruitment Orientation Seminar](#)?

If you answered "no" to any of these questions, it's not too late! Visit the [Wasserman Center for Career Development](#) soon and get your **Survival Kit** ready now!

If you are pursuing a graduate degree, have you...

- Met with staff in the [Office of Counseling and Student Services](#) to review your plans?
- Attended the [Graduate and Professional School Fair](#)?
- Completed your [graduate school application](#)?
- Requested [recommendations](#)?
- Explored funding opportunities?

If you are in a Teacher Certification Program, have you reviewed the "[Timetable for Teacher Certification](#)." There are several requirements you must fulfill as you approach graduation.

FOR COMPLETE INFORMATION, VISIT
<http://steinhardt.nyu.edu/graduation/activities>
<http://nyu.edu/commencement>