Montclair State University  
Office of the Registrar

LATE APPLICATION FOR GRADUATION

This form is ONLY to be used if you missed the deadline to file for graduation via NEST.

In order to be evaluated for completion of program requirements and become eligible for degree, certificate or recommendation for teacher certification, students must apply to the Office of the Registrar.

Please note: This application will not be processed, adding you to the the intended graduation list, if your degree audit reflects you have outstanding requirements remaining.
Students should meet with their advisor(s) to review their academic progress on Degree Works.

*A one-time $85 University Commencement Fee will be charged to the accounts of degree candidates.

(Do Not Submit Payment With This Form)

To submit the Graduation-Final Audit application:

1. Fill in your name EXACTLY as it should appear on the diploma/certificate/certification.
   Appropriate spacing and punctuation, including upper and lowercase letters, accent marks, periods, hyphens, suffixes, etc. must be clearly identified. First and last names must match University Records.

2. Fill in the address where your diploma/certificate is to be mailed.
   Submit in person or by email:
   A) Submit form to the Registrar staff at Red Hawk Central
      OR
   B) Send as an attachment from MSU student email account to registrar@montclair.edu

   *Applications received from non-MSU email addresses will not be considered.

Address Where Diploma is to be Mailed.

Address:
City:                 State:             Zip Code:

CWD: M [ ] [ ] [ ] [ ] [ ]

Do Not Use All Capitals When Entering Information Below.
(John O'Neil=Correct) (JOHN O'NEIL=Incorrect)

LAST NAME

FIRST NAME

MIDDLE NAME(S) or INITIALS

TEACHER CERTIFICATION STUDENTS:
List the NJDOE certification(s) you expect to receive

PLEASE SIGN HERE

Signature Date (MM/DD/YY)

Fill in year of EXPECTED graduation:
AUG 20____ JAN 20____ MAY 20____

(check these boxes that will be completed)

☐ Bachelors Degree
☐ Bachelors Degree w/ NJDOE Certification
☐ Masters Degree
☐ Masters Degree w/ NJDOE Certification
☐ Doctoral Degree
☐ NJDOE Certification
☐ University Certificate

Fill in the major(s) and minor(s) you have declared and will complete by the date listed above.

1st Major w/Conc. __________________________________________
2nd Major w/Conc. __________________________________________

List Specialization/emphasis area, if applicable below:

1st Minor _______________________________ 2nd Minor _______________________________