

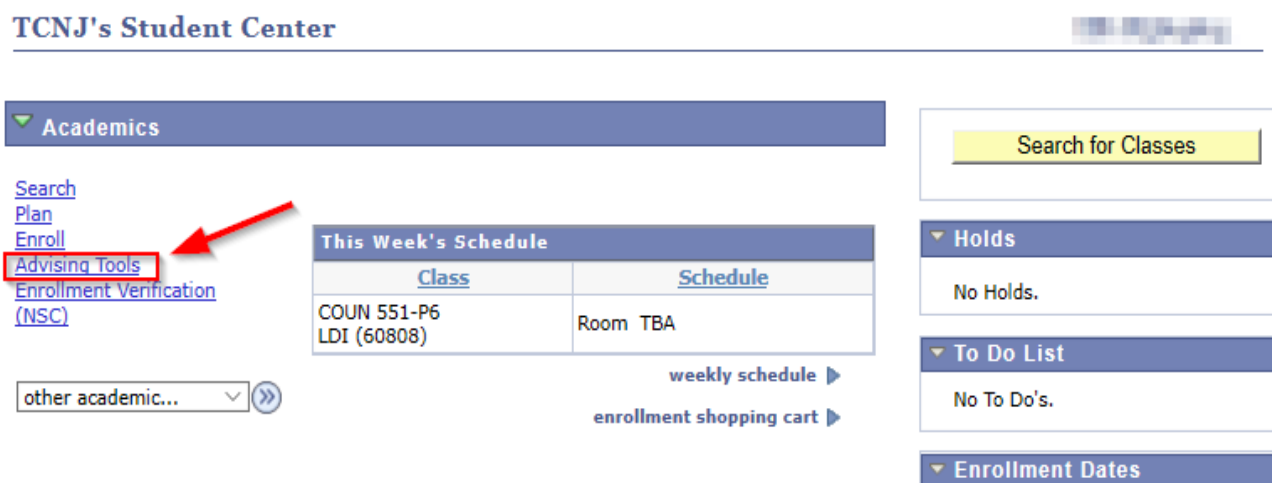
# Application for Completion of a TCNJ Graduate Certificate Program

You must [apply for graduation using PAWS](#). There are four graduation times each school year: May, August, December, and January. These coincide with the end of the spring, summer, fall, and winter terms. May, August, and December applications are due in February and January applications are due in December. Students in a stand-alone Graduate College Certificate program are not charged the graduation fee or late fee, however you are still required to apply. Students who do not apply will not be processed for completion of a Graduate Certificate program.

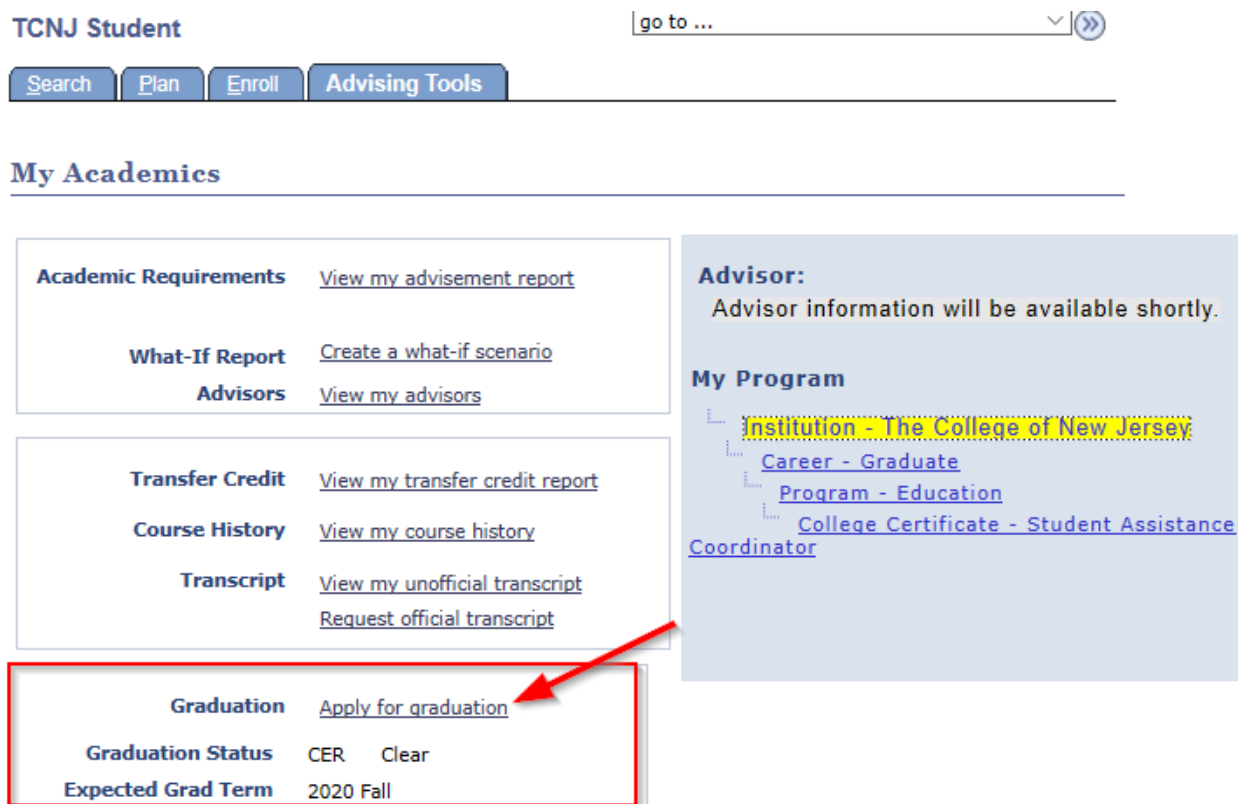
1. Sign into PAWS and select the [Student Center](#) link.



2. On the resulting page, select [Advising Tools](#).



3. On the Advising Tools page, select [Apply for Graduation](#) in this case it will be **Graduate Certificate Program**.



## How to Apply for Completion of a Graduate Certificate Program

4. On the Apply for Graduation page, select the Academic Program for which you wish to apply for graduation by clicking on the link.

[Apply for Graduation](#)

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### Select Program and Degree

Select the academic program in which you wish to apply for graduation by selecting its description.

#### Select an Academic Program

[Academic Program Education](#)

[Career](#)

[Graduate](#)

[Degree](#) [College Certificate](#)

[College Certificate](#) [Student Assistance Coordinator](#)

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5. On the resulting page, select the Expected Graduation Term from the drop-down. Then click Continue. This will bring you to the Application for Conferment of Degree.

[Apply for Graduation](#)

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### Select Graduation Term

The academic program listed here was selected to apply for graduation. If this is not correct, return to the previous page and select a different academic program.

Select a valid term to apply for graduation by selecting a value from the dropdown. Only terms in which you are able to apply for graduation will be displayed.

[Program](#) [Education](#)

[Career](#)

[Graduate](#)

[Degree](#) [College Certificate](#)

[College Certificate](#)

[Student Assistance Coordinator](#)

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Select the appropriate term from the drop down. If no values are found, you are not eligible to apply for graduation at this time.

Expected Graduation Term

[2020 Fall](#)  
[2020 Summer](#)

#### Graduation Instructions

late fee applied after 02/20/2020

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[Select Different Program](#)

[Continue](#)

## How to Apply for Completion of a Graduate Certificate Program

6. Complete the form. Then click Continue.

### APPLICATION FOR CONFERMENT OF DEGREE

THIS APPLICATION IS FOR STUDENTS WHO WILL HAVE ALL DEGREE REQUIREMENTS COMPLETED BY THE END OF THE SEMESTER IN WHICH THEY ARE APPLYING. A NON- REFUNDABLE GRADUATION FEE OF \$100.00 WILL BE APPLIED TO YOUR STUDENT ACCOUNT. STUDENTS WHO APPLY AFTER THE APPLICATION DEADLINE WILL BE CHARGED AN ADDITIONAL \$35.00 LATE APPLICATION FEE AND THEIR NAMES MAY NOT APPEAR IN THE COMMENCEMENT BULLETIN.

If you do not complete all requirements and do not graduate in the semester you applied, you must re-apply for conferment of degree (The \$100.00 fee will not be re-assessed).

Diploma First Name

Diploma Middle Name

\*Diploma Last Name

Suffix

Country

Address Line 1

Address Line 2

Address Line 3

Address Line 4

City  State  Postal Code

Will you attend the main commencement in May?

Will you attend your departmental commencement in May?

Please specify the size of your graduation gown   
(A graduation cap of a standard size will be provided)

In your final term will you take all your courses at TCNJ?

Please specify where you will complete your requirements:


7. On the next page, you will be able to verify that all of the information you have entered is correct. When everything is correct, select the Submit Application button to complete the process.

8. If the application is successfully submitted, you will receive a confirmation message on the next page.

### Apply for Graduation

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#### Submit Confirmation

 You have successfully applied for graduation.

However, a preliminary analysis of your Academic Requirements shows that some items may still remain unsatisfied. Please run your Academic Requirements from Student Center now. If requirements remain unsatisfied please contact both your academic advisor and your academic evaluator in the Office of Records and Registration.

Unsatisfied requirements need to be resolved prior to graduation.