

FILING INSTRUCTIONS:

Fill out all of the requested information, print, sign and submit the completed application to the School by the filing deadlines listed. This is a fillable PDF.

Email: registrar@sps.cuny.edu

Fax: 646-664-8722

Postal mail: CUNY School of Professional Studies

Attention: Graduation Processing Department

Office of Registrar, 119 West 31st Street

Suite 123, New York, NY 10001

Filing Deadlines *

July 1

November 1

January 15

March 1

Date of Award

August

January

February

June

Students who have no more than two remaining courses to complete their degree requirements at the end of the Spring semester are permitted to participate in Commencement. To do so, the student must be registered for the final course(s) in the Summer term.

GRADUATION APPLICATIONS WILL BE PROCESSED AFTER THE FILING DATE.

This is a lengthy process as each application is audited individually. Students will be contacted via email if any issues arise.

HOW TO RSVP FOR THE COMMENCEMENT CEREMONY, USUALLY HELD IN EARLY JUNE

Invitations are sent via CUNY SPS email to students who have applied for or earned a degree or certificate for that academic year. Please be sure to check your CUNY SPS email on a regular basis. In order to attend the ceremony, students must reply (RSVP) to the School's official emailed invitation.

Please make sure the email address below is correct.

CUNYFirst EMPLID (8-digit code found in your CUNYfirst account):

First Name _____ MI _____ Last Name _____

Address _____ Apt. # _____

City _____ State _____ Zip Code _____

CUNY SPS Email _____

Alternate Email (non-CUNY SPS) _____

Phone _____

Legal Name (as it will appear on your diploma, first name first)

If this differs from your name as it appears on your academic record, you will have to [file an official change of name affidavit](#).

What Degree/Certificate will you earn? Degree type (ex: BA or BS) Program (ex: Business)

Degree Type: _____

Program: _____

Anticipated Award Date (Check one) August January February June Year _____

Student Signature _____ Date _____

* Exact dates for degree/certificate awards may be found in the Academic Calendar for the appropriate Academic Year. If a filing date falls on a weekend, applications and forms are due the following business day without penalty. Questions about Commencement? Email the Commencement team at commencement@sps.cuny.edu.