

REGISTRAR GRADUATING STUDENT CHECKLIST



Review Your Record

Graduating students are asked to review their [online transcripts](#) to ensure there are no errors prior to certification of degrees. Students should review for omissions, typos, incorrect or duplicate transfer credits or courses.

Update Your Full Name and Address

Students requiring a name update for their diploma must submit a [Change of Name Form](#) along with two forms of identification to include a State/Federally authorized picture ID, such as a driver's license, Passport, or Permanent Resident (Green) Card.

Degree candidates will receive their diploma by mail. Students must ensure their [contact and address information](#) is up-to-date.

Complete Your Diploma/Graduation Application

The University, only upon recommendation of the faculty, confers degrees after a formal application has been filed prior to your deadline by visiting the [Newark Registrar degree/diploma request site](#).

Degree requirements vary according to school of enrollment, but at a minimum, graduation requirements include:

- Completion of ALL program requirements and required degree credit values
- Cumulative of GPA minimum for your programs. Contact [advising dean's office](#)

Clear All Outstanding Financial Obligations

Diplomas and Official Transcripts are withheld from all students whose financial accounts and debts are not cleared. Examples of outstanding financial obligations include: [parking fines and tickets](#), unreturned books to the library, unpaid [tuition and fees](#), unpaid housing fees, outstanding [exit interviews](#), and [unpaid student loans](#). Financial holds may be paid online through the [Office of Student Accounting, Billing, and Cashiering](#).

Complete an Exit Counseling Session

An [exit counseling](#) session is required by federal law for all students who have received federally funded student loan(s). Exit interviews are to be completed when students are graduating, moving onto a graduate school (at Rutgers or at another institution), leaving the university, or dropping below half-time attendance.

Students who received both a Federal Direct Stafford Loan and a Federal Perkins Student Loan would be required to complete at least two online exit interviews. If a student neglects to complete the required exit interview(s), a hold will be placed on the student's record.

Visit Career Services

Students should regularly visit the [Newark Career Services](#), when preparing for graduation. Important resources available include: applying for graduate school and preparing for the job search. Rutgers University Newark Alumni can also utilize the resources.

Visit the Commencement Website and Your School's Convocation Website

Graduating students should visit the [University Commencement](#) website, which is updated regularly with new information for seniors.

Need a Verification of Degree Completion?

To provide proof of enrollment, without showing full transcripts of grades, get your instant [Verification of Enrollment](#).

Need a Duplicate Diploma?

If you lost your diploma or need to order another, complete the [Duplicate Diploma](#) request form.

Need Health Coverage After Graduation?

See information about the [Continuation of Health Plan Coverage](#) offered to students after graduation.