



## Office of the Registrar

**From:** HGSE Office of the Registrar  
**Sent:** Friday, March 17, 2023  
**Subject:** May 2023 Degree Application

Greetings and Salutations,

Congratulations, you are projected to earn enough credits by the end of the Spring semester and, therefore, will be eligible to apply for your HGSE (Harvard Graduate School of Education) degree!

The graduation application process is straightforward. Please see some key steps below. To ensure the accuracy of your information, **please apply by April 14th**. Information regarding May Commencement exercises will be sent by Student Affairs later this spring.

You can opt to pick up your diploma in-person right after Commencement exercises or have your diploma mailed directly to your preferred address. If you do not plan to attend Commencement, your diploma can be mailed to you via postal mail; it is imperative you provide a mailing address for this purpose.

### **Financial Aid Requirement (If you borrowed a Federal Direct Loan):**

As a graduating student who has borrowed a Federal Direct Loan, you must complete the online Exit Counseling to receive your diploma in a timely fashion.








Please complete this requirement by **May 12th**. We will monitor completion and send reminders if you have not successfully fulfilled this requirement.

You can complete Federal Direct Loan Exit Counseling by visiting <https://studentaid.gov/exit-counseling>. You will need your FSA (Federal Student Aid) ID to complete this process. Log in and be sure to select the Harvard Graduate School of Education from the list of schools and select "Notify This School." Once you have added HGSE, continue through the Exit Counseling process to learn about your rights and responsibilities after you leave school and begin repayment on your student loans.

Please contact HGSE Financial Aid office at [finaid@gse.harvard.edu](mailto:finaid@gse.harvard.edu) if you have any questions.

### **Applying for Your Degree**

1. Log into My.Harvard and then click on the **Graduation Application** option in the **Documents** section:

-   
Home
-   
Personal Info
-   
Grades
-   
My Program
-   
Student Accounts
-   
Advising
-   
Documents

### Graduate School of Education Reports

You currently have no reports to view.

### Electronic Forms

[Declaration of Concentration](#) ↗

[Graduation Application](#) ↗

[HGSE Document Upload](#) ↗

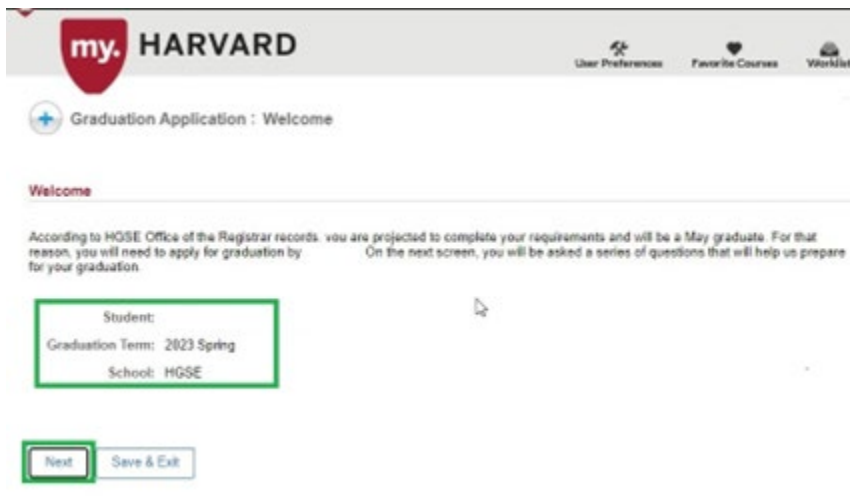
[View Prior Submissions](#)

### ⊕ Document Center ⓘ

The below section may include documents from your department, registrar forms, and other documents.

Depending on your school affiliation you may also be able to upload and share files and documents with your advisor(s).

Confirm your name, graduation term (Spring 2023), and School (HGSE) and click **NEXT** to start your application:



The screenshot shows the 'my HARVARD' graduation application interface. At the top, there are navigation links for 'User Preferences', 'Favorite Courses', and 'Worklist'. The main heading is 'Graduation Application : Welcome'. Below this, a 'Welcome' section contains a message: 'According to HGSE Office of the Registrar records, you are projected to complete your requirements and will be a May graduate. For that reason, you will need to apply for graduation by [blank]. On the next screen, you will be asked a series of questions that will help us prepare for your graduation.' A summary box displays the following information: Student: [blank], Graduation Term: 2023 Spring, and School: HGSE. At the bottom, there are two buttons: 'Next' and 'Save & Exit'.

2. **Diploma Name:** Please fill out the form with the name you would like to appear on your diploma. Please note that no changes to the diploma name will be accepted after **April 14**.

### Diploma Name

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How would you like your name displayed on your diploma?

\*First Name:

Middle Name:

\*Last Name:

Name Suffix:

3. **Diploma Address:** Please provide your preferred mailing address. This should be an address that you can access in late June and after. We will send your diploma directly to you if you select the “mail diploma” option or if your plans change and you cannot attend the commencement ceremony.

### Diploma Address

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Diplomas will be delivered up to 30 days after conferral date. Please enter the address for which you will be a resident.

\*Address Line 1:

Address Line 2:

\*Country:

\*City:

\*Postal Code:

\*Telephone:

4. Indicate whether you plan to attend Commencement, and how you would like to receive your diploma – picking it up in-person or sent to you via postal mail. (If you are unsure about attending, please select Yes. You can email us to change your choice later: [registrar@gse.harvard.edu](mailto:registrar@gse.harvard.edu))

## Diploma Awarding Ceremony

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Will you attend May graduation?  Yes

How would you like to receive your diploma?

  
 Hand Off Diploma  
 Mail Diploma

**5. Ceremony Name:** Your name pronunciation is important! Phonetic pronunciation of your name means saying it as it sounds. Please print your name, and then record how to say it under **Name Pronunciation**. (This may not be the name printed on your diploma.)

### Ceremony Name

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How would you like your name to be announced during the HGSE diploma awarding ceremony? Please add your name as you wish it to be announced in the Announced Name fields, as well as any pronunciation notes the Phonetic Name field.

This is not the name printed on your diploma. Please also be sure to make a recording of this announced name in the "Name Pronunciation" section below.

Announced First Name:

Announced Middle Name:

Announced Last Name:

Phonetic Announced Name:

### Name Pronunciation

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Please click on the mic to record your name. You can click on 'Play' to listen to your recorded name pronunciation.



Note: To hear the new recording of the name pronunciation, you will need to go to the main student information page in My Harvard; you will not be able to access it directly from the graduation application.

**6. Confirmation:** Please click on the **Submit** button to finalize your application.

## Confirmation

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If you would like to return and submit your responses at a later date, please click the 'Save & Exit' button. If you are done, click the Submit button. Once you click Submit, you cannot return to modify this application.



Please contact us at [registrar@gse.harvard.edu](mailto:registrar@gse.harvard.edu) if you have any questions!

Note: The GSE Registrar's Office (RO) will host office hours virtually, only, during the Spring Recess, March 13 to 17. While students can always email the RO at any time, you will also be able to schedule appointments on our website: [https://calendly.com/gse\\_registrar/virtual-office-hours](https://calendly.com/gse_registrar/virtual-office-hours)

Cordially,  
Milton