

From: HGSE Office of the Registrar <registrar@gse.harvard.edu>

Sent: Friday, March 8, 2024 2:28 PM

Subject: May 2024 Degree Application



OFFICE OF THE REGISTRAR

Greetings,

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 12th**. More 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.

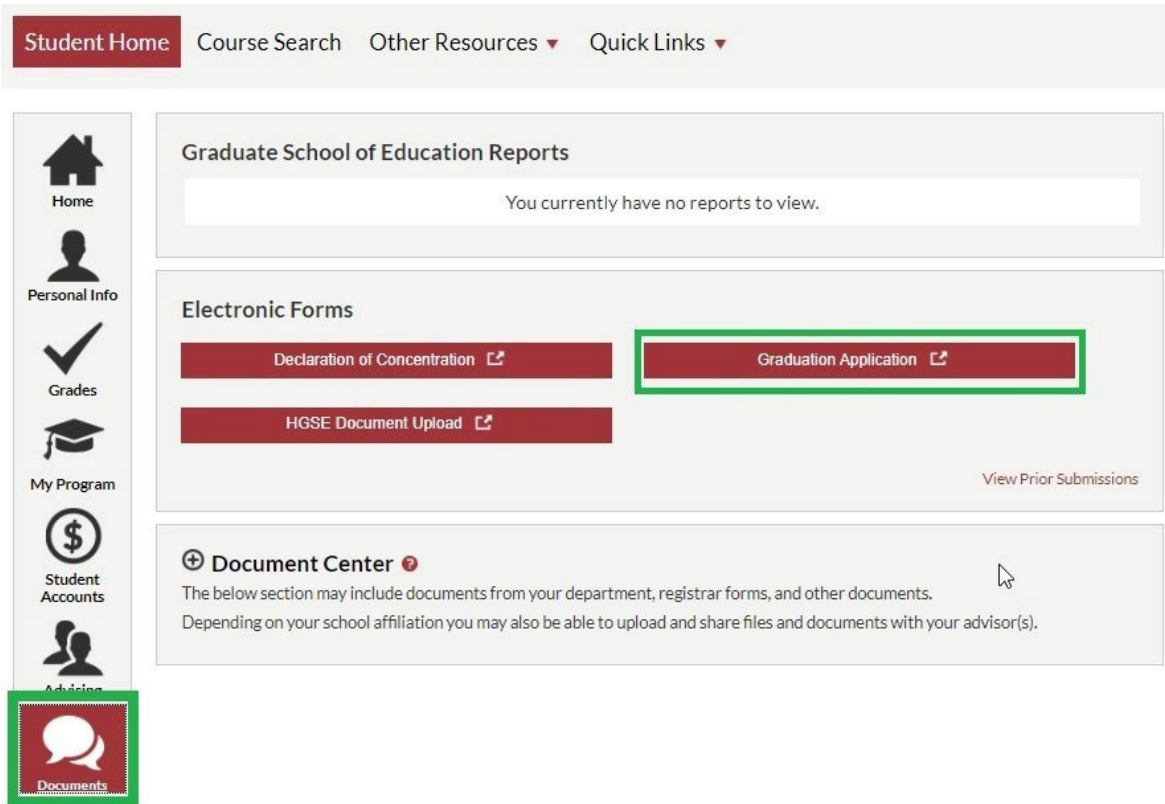
Please complete this requirement by **May 17th**. The Financial Aid office will monitor completion and send reminders if you have not successfully fulfilled this requirement.

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.

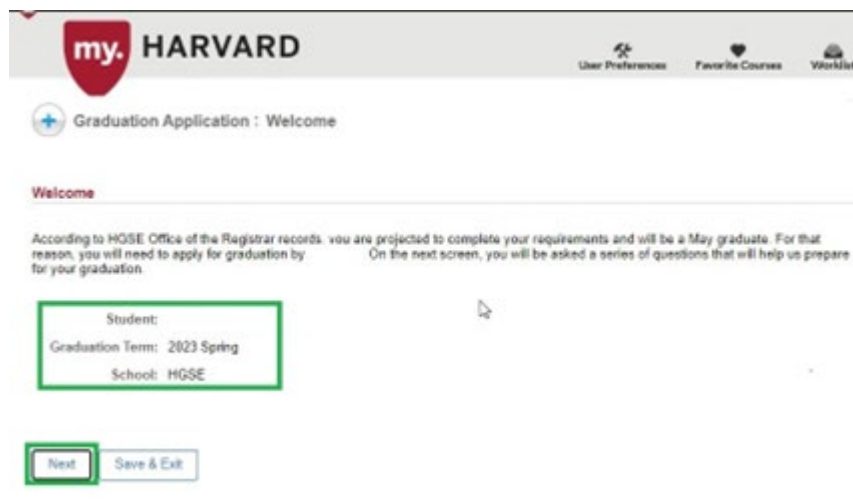
Please contact HGSE Financial Aid office at finaid@gse.harvard.edu if you have any questions.

Applying for Your Degree

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



Confirm your name, graduation term (Spring 2024), and School (HGSE) and click **NEXT** to start your application:



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 12**.

Diploma Name

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 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

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 – pick 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)

Diploma Awarding Ceremony

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

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:	<input type="text"/>
Announced Middle Name:	<input type="text"/>
Announced Last Name:	<input type="text"/>
Phonetic Announced Name:	<input type="text"/>

Name Pronunciation

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



Previous

Next

Save & Exit

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

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 if you have any questions!

Cordially,
Milton

Milton Pesantez | Assistant Registrar | Harvard Graduate School of Education
registrar@gse.harvard.edu | He/Him

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