



Commencement Checklist

This checklist outlines the steps you must take in order to successfully graduate from Brooklyn College and fully participate in the Commencement Exercises. Review this list and ensure that you are on the right track. Please check the commencement website for deadline dates.

☐ **Step 1: File for graduation**

In order to participate in the 2016 Brooklyn College Commencement Exercises, you must have filed for graduation via the self-service area in CUNYfirst before the specified deadlines.

Note: *You must meet all of your degree requirements before you can graduate.*

☐ **Step 2: Request an invitation letter application for overseas guests (optional)**

If you are inviting guests who live outside of the United States to attend the Commencement Exercises, you may need to complete the Invitation Letter Application for Overseas Guests.

☐ **Step 3: File a petition to walk application (for summer 2016 graduates)**

If you are completing your degree requirements during the summer sessions, you must file a petition to walk application.

Submission of the application does not guarantee that you will be eligible to participate in the 2016 Commencement Exercises. In addition, even if you are accepted, your name still may not appear in the 2016 Commencement Program.

☐ **Step 4: Request your commencement tickets**

If you are an eligible student and plan to attend your commencement ceremony, you must reserve tickets using our online commencement ticket reservation system.

☐ **Step 5: Pick up your commencement tickets**

Please refer to the commencement e-newsletter, the commencement ticket postcard mailed to you, or the commencement website for ticket pick-up dates, times and location.

☐ **Step 6: Pick up your cap and gown**

If you are attending the Commencement Exercises, you must purchase the Brooklyn College commencement cap and gown (and stole if you are a master's candidate) in order to participate. These items are available for purchase at the Brooklyn College Bookstore.

☐ **Step 7: Make an appointment to take your yearbook photo (optional)**

Commemorate your big moment by taking a yearbook photo. Your photo will appear in the 2016 edition of *Broeklundian*, the Brooklyn College Yearbook. See the commencement e-newsletter for dates and reservation information.

