



## Graduation Checklist for 2018 NYU Stern Graduate Student Candidates

Print the following checklist to keep track of all deadlines regarding your participation in graduation.

### ASAP

- By February 1:** All MBA candidates planning to graduate in May must file an application with Stern's Office of Records and Registration. For more information, visit [www.stern.nyu.edu/Registrar/GradInfo/](http://www.stern.nyu.edu/Registrar/GradInfo/)

### March/April

- Monday, March 12 – Tuesday, April 10:** Order academic attire online at [www.herffjones.com/college/nyu](http://www.herffjones.com/college/nyu).
- RSVP for Stern's Graduate Convocation.
  - **Full-time MBA, Langone Part-time MBA, MS in Accounting and BS/MS in Accounting students:** RSVP [online](#) between **Monday, March 5 – Monday, March 26**
  - **PhD students:** RSVP [online](#) by **Friday, March 2**
  - **MS in Risk Management, MS in Business Analytics and MS in Global Finance students:** RSVP by **Friday, March 16** to:  
MS in Risk Management: Jafreen Uddin, [juddin@stern.nyu.edu](mailto:juddin@stern.nyu.edu)  
MS in Business Analytics: Megan Hallissy, [mhalliss@stern.nyu.edu](mailto:mhalliss@stern.nyu.edu)  
MS in Global Finance: Jenny Yuan, [jyuan@stern.nyu.edu](mailto:jyuan@stern.nyu.edu)
- Monday, March 12 – Friday, May 4:** Order tickets for NYU's All-University Commencement online. (RSVP by logging in to Stern's AIS and clicking on "NYU All-University Commencement Tickets" under the Student Life tab)
- By Monday, March 19 at 5 pm:** Submit a draft speech (2-3 minutes) to Stern's Office of Public Affairs at [paffairs@stern.nyu.edu](mailto:paffairs@stern.nyu.edu) to be considered for Student Speaker roles at Stern's Graduate Convocation Ceremony
- By Friday, March 30,** make a contribution to the [MBA Class Gift campaign](#) to have your name listed as a donor in the Graduate Convocation Program and reserve your cords to wear at the Graduation ceremonies.
- Pick up tickets to Stern's Graduate Convocation ceremony at the following times & locations: (for Full-time MBA, Langone Part-time MBA, BS/MS in Accounting and MS in Accounting students only)

### Normal Ticket Distribution

Office of Development and Alumni Relations, KMC 10-165

#### Monday, April 30

11:00 am - 2:00 pm | 5:00 pm - 6:30 pm

#### Tuesday, May 1 – Wednesday, May 2

8:00 am – 9:30 am | 11:00 am - 2:00 pm | 5:00 pm - 6:30 pm

#### Thursday, May 3 – Friday, May 4

11:00 am - 2:00 pm | 5:00 pm - 6:30 pm

#### Monday, May 7

11:00 am - 2:00 pm | 5:00 pm - 6:30 pm

#### Tuesday, May 8 – Wednesday, May 9

8:00 am – 9:30 am | 11:00 am - 2:00 pm | 5:00 pm - 6:30 pm

#### Thursday, May 10 – Friday, May 11

11:00 am - 2:00 pm | 5:00 pm - 6:30 pm

**Unclaimed Ticket Distribution (while supplies last)**

Office of Development and Alumni Relations, KMC 10-165

Monday, May 14 & Tuesday May 15

Noon - 2:00 pm and 5:00 - 6:30 pm on a first-come, first-served basis

Wednesday, May 16 & Thursday, May 17

Noon - 2:00 pm on a first-come, first-served basis

**May**

- Pick up your **academic attire** and your **tickets** to **NYU's All-University Commencement** at Kimmel Center for University Life, 60 Washington Square South (between LaGuardia Place & Thompson Street), 4<sup>th</sup> floor  
*\*You must bring your NYU ID\**

**Tuesday, May 8:** 11:00 am – 6:00 pm (on-time orders only)

**Wednesday, May 9:** 11:00 am – 6:00 pm (on-time orders only)

**Thursday, May 10:** 11:00 am – 8:00 pm

**Friday, May 11:** 11:00 am – 6:00 pm

**Monday, May 14:** 10:00 am – 4:00 pm

**Tuesday, May 15:** 10:00 am – 4:00 pm

- Wednesday, May 16:** Arrive at Yankee Stadium with your academic attire for **NYU's All-University Commencement**. Doors open at 9:00am. Candidates seated in assigned School areas and Faculty procession begins at 10:30am. Ceremony begins at 11:00 am and concludes at 1:00 pm.
- Friday, May 18:** Arrive at the Theater at Madison Square Garden with your academic attire for **Stern's Graduate Convocation** ceremony. Graduates are seated at 1:45pm. Doors open for guests at 2:15pm. Ceremony begins at 3:00 pm and concludes at approximately 6:00 pm.
- Return your **academic attire** following Stern's Graduate Convocation ceremony to the bins located outside of the Theater at Madison Square Garden, or make arrangements to return your gown to the NYU Kimmel Center during the following hours:

**Friday, May 18:** 9:00 am – 11:00 pm

**Saturday, May 19:** 9:00 am – 11:00 pm

**Sunday, May 20:** 1:00 pm – 9:00 pm

**Monday, May 21:** 9:00 am – 3:00 pm

*\*Herff Jones, Inc., will hold the renter financially responsible for unreturned items.\**