



**COMMENCEMENT REGALIA ASSISTANCE FUND
Request Form**

INSTRUCTIONS: Please print and complete this form as indicated below and obtain all necessary signatures. Deliver completed form with signatures to the Office of Graduate Studies, Room 318, Savant Building, for review and approval prior to placing regalia order with Barnes & Noble. **Forms must be received by the Office of Graduate Studies by March 1 (Spring ceremony) or October 1 (Fall ceremony) to guarantee processing.** Notification will be sent to the student via email after the corresponding deadline.

STUDENT NAME: _____

GT ID #: _____

PHONE: _____

EMAIL: _____

MAJOR/DEGREE: _____

COMMENCEMENT TERM: _____

YEAR: _____

LEVEL: _____

Student Signature: _____

This request for commencement regalia assistance is supported by the student's primary academic degree program based on the student's demonstrated financial need as affirmed by:

Advisor Printed Name

Advisor Signature

Date

Faculty Coordinator Printed Name

Faculty Coordinator Signature

Date

OFFICE USE ONLY: OFFICE OF GRADUATE STUDIES CERTIFICATION AND APPROVAL

Director of Graduate Studies, on behalf of the
Office of the Vice Provost for Graduate Education & Faculty Development

Date