

LINCOLN UNIVERSITY
401 FIFTEENTH STREET, OAKLAND, CA 94612
phone: (510) 628-8010 fax: (510) 628-8012

REQUEST FOR COMMENCEMENT CEREMONY / INDIVIDUAL PHOTO

NAME: _____
(First, Middle, Last) *The name you entered here will appear on the commencement program.

STUDENT ID: _____ DEGREE: _____
(DBA/MBA/BA/BS/AS or Certificate)

PHONE: _____ EMAIL: _____@lincolnucaf.edu

ACTUAL GRADUATION TERM EXPECTED (to complete your program): _____
(Fall/Spring/Summer, Year)

GOWN SIZE: HEIGHT _____ ft. _____ in.
WEIGHT _____ lbs.

DO YOU PLAN TO PARTICIPATE IN THE COMMENCEMENT CEREMONY?

- Yes, I will participate in the commencement ceremony in May 2021, and will have my individual photo taken during the designated periods (\$100).
- No, I will not participate in the commencement ceremony, but would like to have my individual photo taken during the designated periods (\$25).
- Yes, I will virtually participate in the commencement ceremony in May 2021 via Zoom. (free of charge).

ACKNOWLEDGEMENT:

I give permission to have my name printed on the commencement program issued by Lincoln University as I entered above. Also I consent to photos of mine being used by the University electronically or in print for educational or marketing purposes.

(Student's **Signature** and **Date**)

Please complete and submit this form to the Records Office

Notes:

- 1) Participation in the commencement ceremony or having an individual photograph is optional. If you choose to participate in the ceremony or to have an individual photo taken, the fee must be paid to the Accounting Office. Your request will not be processed until you pay the appropriate amount of fee(s).
- 2) The deadline to submit the request for the Commencement Ceremony / Individual Photo is **Monday, April 16, 2021**. You may submit this form to records@lincolnuca.edu or in person during the regular operation hours of the Records Office.
- 3) We will email you the link to make an appointment for the individual photo in mid-April.
- 4) If you choose to participate in the commencement ceremony virtually, you will be responsible for your own regalia. The regalia requirement and participation guideline will be emailed to you in mid-April.

THE BELOW SECTION IS FOR THE UNIVERSITY USE ONLY.

Accounting Office:

Fee is paid: () Yes () No

If "Yes," an amount of \$ _____ has been received.

Comments: _____

Signature: _____ Date: _____

Records Office:

Comments: _____

Signature: _____ Date: _____