

RIT | Rochester Institute
of Technology



RIT

**It's Time to Apply for Graduation
and
Order Your Cap and Gown!**

Congratulations graduates!

Save the dates and make your family travel and accommodations plans now. It's time celebrate!

RIT Commencement 2024 will be held on
Friday and Saturday, May 10-11, 2024.

This is the first of several specific graduation-related emails you will receive throughout the rest of the year. Save these emails, or start a folder, because they will be full of important information that you will need in the months to come.

First things first...

How do I apply for graduation?

- If you are eligible, the Office of the Registrar will send you an email asking you to complete the application for graduation in Student Information System (SIS).
- To access SIS, visit <http://sis.rit.edu>. In this system, you can change your permanent address or set up a special one for diploma delivery, as well as edit how your name will appear on your diploma. Approximately 10 weeks after graduation, you will receive your diploma in the mail from the Registrar's Office.

Review these [helpful SIS tips](#). Please create a ticket with the [Registrar's office](#) if you need assistance.

- **Apply by April 1, 2024** to ensure your name will appear in the Commencement Book. No exceptions will be made if you miss the deadline! Our best advice is to apply for graduation as soon as you receive the email from the Registrar.

How do I know if I am eligible?

- If you graduated after fall semester 2023, or plan to complete your degree requirements at the end of spring or summer semester 2024, you are eligible.
- You can also check with your academic advisor to confirm your eligibility.

What if I don't complete my degree requirements until fall 2024, but I want to walk this May?

- Students completing in the fall 2024 semester may be included in the spring 2024 commencement by permission of the dean of their home college or academic unit. Connect with your college's [Commencement Liaison](#) for further instructions to get permission from your college dean.

What do I need to know about Caps and Gowns?

It's time to start thinking about what you will wear on graduation day. If you were eligible to graduate at the end of the fall semester, and you haven't already, you can still order your cap and gown for Commencement 2024 right now.

All graduates may now go to www.buildagrad.com/rit to place an order.

The site will be open for you to place your order until March 25, 2024. For questions, please contact Balfour directly at customer_service@buildagrad.com or 1-800-683-4771 (Monday-Friday between 8:00 a.m. to 5:00 p.m. (CST))

Some things to keep in mind:

- When ordering, use your RIT email address to find your account ***without the g included*** (ex. NOT abc1234@g.rit.edu)
- There is no fee for regalia, but it is required if you choose to walk across the stage in May.
- Regalia is available for pick up in May 2024. You can pick up your cap and gown (at 175 Jefferson Road) on:
 - Tuesday and Wednesday, May 7 and 8, 2024 from 10 a.m. - 6 p.m. each day; and

- 11a.m. - 7 p.m. on Thursday, May 9, 2024.
- ASL Interpreters will be available for assistance at regalia pick up on all three days from 11 a.m. – 1 p.m. and 4 p.m. - 6 p.m.
- You also have the option to ship your order home for a fee if you want it ahead of time. There is a shipping fee of \$14.50 for this option. **Balfour will ship to U.S. locations only.**
- Undergraduates including certificates, associate's, bachelor's, graduate advanced certificates, and master's degree candidates **MUST** place an order for regalia; and it is yours to keep.

For additional information about Commencement 2024, please visit www.rit.edu/commencement, and save Graduation@rit.edu to your contacts to ensure that you receive important email messages about graduation.

If I have international guests, what do I need to know?

Family or friends coming from overseas will need to apply for **B-1/B-2 Visitor Visas** unless their country of citizenship is listed as a participant in the **Visa Waiver Program**. A short letter inviting your family members or friends can be helpful in explaining the reason for their visit.

This letter should come from you and be addressed separately to each of the individuals. They should bring it with them to their visa interview, the

Port of Entry, or elsewhere as needed. Each visitor should receive a separate letter. **RIT does not issue these letters.** Visit the [International Student Services website](#) for more information and a sample letter.

What else do I need to know, or do, now?

- **Check your RIT email account regularly** as that is **PRIMARY** method of communicating the details of the 2023 celebration.
- Find the day and time of your college ceremony by checking the schedule of events on the [commencement website](#).
- Tickets are not required for any commencement ceremonies but seating is on a first come, first-served basis.
- Tell your family and friends **NOW** to save the date and encourage them to [make hotel reservations](#).
- Check to ensure that your mailing address in SIS is up to date! If needed, you can add a special address for diploma delivery.

If you are not participating in the upcoming graduation ceremonies, and would like to be removed from these emails, please [contact us](#) to have your name removed from this email distribution list.

If you have questions, email Graduation@rit.edu. We are excited to celebrate your graduation with you!

rit.edu



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