

Explanation of University of Haifa Degree Finalization Procedures

- a. A student becomes eligible to graduate when all assignments have been submitted **and** when all grades have been entered. Prior to this time we cannot provide any documentation of degree completion apart from an interim transcript.
- b. The date of eligibility will be set retroactively to the date of submitting the last assignment. **Important note:** A thesis is considered submitted when the advisor has approved its submission and the date of advisor approval will be considered the date of eligibility (if no other assignments are due). Sending a first draft of the thesis to your advisor does not count as thesis submission.
- c. When all grades have been entered, the process of degree finalization can be initiated. Students may request initiation of the process if they know that they are eligible. If no such request is made the program will initiate the process independently, but this might take longer.
- d. Once a student is eligible to graduate, documentation of degree completion can be given in three stages:
 1. A letter signed by the head of the program on university letterhead confirming that the student has completed all the requirements for the degree and that official documentation is awaiting bureaucratic processing. This letter can be prepared upon request, usually within a few days.
 2. Official interim certificate of degree eligibility and official transcript. These documents are prepared by the university, typically within one to two months from the initiation of the degree finalization process. **Important note:** The interim certificate is equivalent to a diploma in every respect and serves to replace it until the final diploma is issued.
 3. The final diploma is given at the university graduation ceremony in late June or early July of each year. If a student is unable to attend the ceremony, the diploma will be mailed to them after the ceremony. **Note:** If the degree finalization process is initiated before March 1, the diploma will be ready for the nearest ceremony. If the finalization process is initiated after March 1, the diploma can only be given in the ceremony of the following year.