



Commencement Ceremony & Website Requested Materials

Required Ceremony Information

- Legal first and last name as found on the UCLA Registrar
- Preferred name as you would like it to appear on the commencement website
Note: Your legal name will appear in the printed program and on your diploma, submit a [Legal Name Change or Correction Request](#) to update your legal name
- Phonetic spelling and audio recording of your full name as you would like it pronounced during the commencement ceremony
- UCLA email address
- Non-UCLA email address
- Department & degree program
- Do you plan to attend the ceremony?
- If so, will any guests be in attendance?

Personal Statement and Work Samples

- Portrait or other photo to represent yourself
 - (150 x 150px)
- Brief personal statement
 - (180 characters maximum)
- Link to external profile
 - (Portfolio, website, or social media)
- Up to 4 Work Samples
 - Images
 - Minimum 865px wide or 644px tall, no larger than 1GB
 - Videos and audio files must be hosted online and submitted as a URL
 - (Youtube or Vimeo, can be public or unlisted but cannot be private)
 - Thumbnail image for your video
 - Title or Caption
 - Alt Text ([View an alt-text guide, written by the UCLA Conditional Studio](#))