**Student Speaker and Singer Application Instructions**

Updated 02/1/18



Dear 2018 Graduate,

Congratulations on your upcoming graduation and thank you for your interest in participating in this year’s ceremony! Below you will find important step-by-step instructions to submit your application. There is a separate process for speakers and singers, so be sure that you are following the correct guidelines below. Please be advised that **if you fail to upload your application according to these guidelines, it will not be considered** by the reviewers.

Best of luck!

UCLA Commencement Planning Team

**To Submit a Student Singer Application (1 uploaded document total):**

1. Review Eligibility Requirements and provide a response for items 1-6 of the Application Details on the [**Guidelines for Student Speaker and Singer Applications**](file:///\\college\murphyhall\Groups\College%20Commencement\Commencement%202018\Student%20Speakers%20and%20Singers\Application%20Guidelines%2002%2012%2018.docx)**.** Please compile all responses onto (1) one document with the following title format:

LastName\_FirstName\_StudentSingerApplication

**e.g.** Cruz\_Celia\_StudentSingerApplication

1. Upload your document via thewidget entitled **Student’s Direct Submit Speakers and Singers Applications** [**here**](http://www.college.ucla.edu/commencement/speakers-singers/#toggle-id-1)**.**
2. Enter your e-mail address correctly, as a confirmation email will be sent to the e-mail listed.

**To Submit a Student Speaker Application (2 uploaded documents total):**

1. For the 1st document, review Eligibility Requirements and provide a response for items 1-6 of the Application Details on the [**Guidelines for Student Speaker and Singer Applications**](file:///\\college\murphyhall\Groups\College%20Commencement\Commencement%202018\Student%20Speakers%20and%20Singers\Application%20Guidelines%2001%2023%2018.docx)**.** Please compile all responses onto (1) one document and save with the following title format:

LastName\_FirstName\_StudentSpeakerApplication

**e.g.** Washington\_Denzel\_StudentSpeakerApplication

1. For the 2nd document, provide a draft of your speech. Because speeches are selected based on an anonymous read by reviewers please do not put your name on this document. Instead, at the top of this document please put your **UID** **only** (e.g. #12345678). Save your speech with the following title format:

LastName\_FirstName\_CommencementRemarks

**e.g.** Washington\_Denzel\_CommencementRemarks

1. Upload your documents via thewidget entitled **Student Speakers and Singers Applications** [**here**](http://www.college.ucla.edu/commencement/speakers-singers/)**.** You will need to upload them individually, totaling (2) two uploads.
2. Enter your e-mail address correctly, as a confirmation email will be sent to the e-mail listed. You should receive two confirmation emails if both your application and remarks were successfully uploaded.

All applications are due **April 6, 2018**. If you are selected to audition in person, you must be available on Friday, April 13. You will be contacted via the email provided before **April 12, 2018**.