

COMMENCEMENT SPEAKER APPLICATION INSTRUCTIONS

Executive Director of Communications

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ELIGIBILITY CRITERIA-----

To be considered for this distinction, you must:

- be cleared to participate in the Spring 2026 commencement ceremony
- have a grade point average at or above 3.0
- demonstrated service to the university community and a record of good university citizenship and cooperation
- demonstrated evidence of meaningful co-curricular involvement
- be in good disciplinary standing.
- be available to interview and present your speech (speech need not be memorized)

FILING INSTRUCTIONS-----

To be considered for this honor, the applicant must complete and submit this application and all supporting materials by the deadline listed below. Additional materials may not be added to this application. Failure to follow these instructions may result in the rejection of the application. It is the applicant's responsibility to ensure that all materials are submitted by the stated deadline.

BIOGRAPHICAL DATA-----

Please complete this section in its entirety so that we have biographical information for publicity purposes.

First Name, Middle Initial, Last Name _____ Student ID Number _____

KU E-mail Address _____ Phone _____

Major(s) _____ Grade Point Average _____

Permanent Address _____

APPLICATION MATERIALS AND DEADLINE (due Friday, March 13, 2026)-----

- ☐ this completed form
- ☐ draft of your 3-5 minute speech that communicates the spirit of the day
- ☐ resume which includes co-curricular involvement
- ☐ two faculty or staff references

RESUME -----

Please review the Career Development Center's Resume Writing Guidebook (click [Here](#)) or pick up a hard copy at the CDC office, 113 Stratton Administration Center for assistance with drafting a quality resume. You are strongly encouraged to submit your resume draft to the CDC staff for feedback before submitting it with your application.

REFERENCES -----

Please include the contact information and references for two faculty or staff who have agreed to support your application and are familiar with your contributions to Kutztown University and/or the community. It is in your best interest to choose staff or faculty who can attest to your contributions outside the classroom and not solely your academic performance which, to some degree, is measurable by your grade point average.

AUTHORIZATION-----

You must choose responses to each of the statements listed below. The information collected is vital to promoting recipients, but it is your choice whether or not you grant us permission to use the information for the reasons indicated. You must sign this document.

By signing below, I hereby release my academic and judicial records to the division of Academic Affairs as they pertain to this application. I further understand that the information I have provided in this document is subject to verification. Kutztown University may publish the following information in the Commencement Ceremony program, should I be selected to receive this honor. I grant permission to publicly release my:

- ☐ grade point average
- ☐ academic honors and awards
- ☐ co-curricular involvement, entrepreneurial or innovative projects, professional growth activities, and awards.

Signature _____ Date: _____

PART ONE: TO BE COMPLETED BY THE APPLICANT

APPLICANT NAME: _____

To the Applicant:

Please provide contact information below for the two faculty and/or staff whom you have chosen as a reference for you and is familiar with your contributions to Kutztown University and your qualifications to offer the commencement address.

Applicant's Waiver of Right to Access

The Family Educational Rights and Privacy Act of 1974 (FERPA) allows you to waive your right of access to confidential letters or statements written on your behalf if the recommendation is used solely for the purpose of receipt of this honor. The university does not require that you make such a waiver as a condition for application.

I hereby ☐ voluntarily waive OR ☐ do not waive my right to examine this confidential evaluation.

Applicant Name _____ Date _____ Applicant Signature _____

PART TWO: REFERENCE CONTACT INFORMATION

1. Name of Faculty or Staff Member: _____
Phone Number: _____ email: _____
Best day/time to contact: _____
2. Name of Faculty or Staff Member: _____
Phone Number: _____ email: _____
Best day/time to contact: _____