

The University sends a graduation announcement for every student to two of the students' hometown newspapers. This announcement is submitted automatically for every graduating senior and graduate student soon after Commencement. It includes the name, hometown and degree of each graduate.

If you would like to submit a more detailed news release that includes personal information such as the graduate's awards, plans for the future, etc., we have provided a format below. Copy the template onto your own document, insert information about the graduating student where specified, then print and mail or e-mail the announcement to the news desk of your local newspaper. Some newspapers accept photos of graduates. Whether you send a photo by mail or e-mail, remember to mark the student's name on the photo.

CONTACT: (your name and telephone number or email address)

SPECIAL TO: (name of your local newspaper)

RELEASE DATE: After May 24, 2008

(CITY) RESIDENT (STUDENT NAME) GRADUATES FROM the University of New Haven

WEST HAVEN, CT (May 25, 2008) – (Student's name), (select one: son/daughter) of (names of parents/guardians) of (city), was awarded (cite degree received) at the 85<sup>th</sup> Spring Commencement of the University of New Haven May 24.