

CARDOZO LAW

BENJAMIN N. CARDOZO SCHOOL OF LAW • YESHIVA UNIVERSITY

The Office of Special Events

PHONE: 646.592.6480

TO: 2025 Graduates, Benjamin N. Cardozo School of Law

FROM: Brianna Rennie & Shlomo Aaminsky, Co-Directors of Special Events

SUBJECT: COMMENCEMENT CEREMONY AND EVENT DEADLINES
Commencement is Wednesday June 4th from 4:30 PM to 6:30 PM
David Geffen Hall 10 Lincoln Center Plaza New York, NY 10023

DATE: February 21st, 2025

Please find important information about Commencement procedures, the ceremony, and other matters of importance in this document.

For up-to-date information on the upcoming ceremony, please visit:

[Class of 2025 Commencement | Cardozo Law \(yu.edu\)](#)

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ATTIRE

This is a friendly reminder that if your degree requirements will be completed by May 30th, your online graduation application **was due on Friday, February 14th**. You can locate the link for the graduation application from your Student Dashboard.

Once you submit your online application, you will be prompted to click on a link to order your attire for commencement. **Note, you only need to complete this step if you plan to attend the June 4th commencement ceremony.*

If you have not completed the [Attire Ordering form](#), please fill this out as soon as possible. You may input any values into the billing address boxes. You will not be charged when completing this form **before the deadline**, the billing address request is a formality imposed by ShopPay.

Attire orders are **due by Thursday, February 27th**. If you miss this deadline, you may place an order on the [Attire Ordering form](#) to have the items shipped directly to your home for \$15.95. **You will be responsible for your own attire.**

If you are unsure if you have completed the attire order form, please email The Office of Special Events at Cardozospecialevents@yu.edu.

1. Students **MUST** pick up their caps, gowns, tassels, and hoods during these times:

3rd Floor Lounge:

Monday, March 31st - Thursday, April 3rd

- **10:00 AM to 1:30 PM**
- **2:30 PM to 4:30 PM**

Office 1006:

Friday April 4th

- **10:00 AM to 1:00 PM**

If you know you will not be in the building that week, please email the Office of Special Events at Cardozospecialevents@yu.edu.

2. **For LL.M. and JSD degree graduates only**; If you are not on campus or in the country during the week of distribution, please contact your department administrator to set up a time to collect your attire.

3. Students who missed the graduation application deadline cannot be guaranteed attire or tickets to the ceremony. Please reach out to Dean Kim (Jennifer.kim@yu.edu) if you have missed this deadline.

4. **Please be sure to try on your gown immediately.** If your gown does not fit, please return to the Third Floor Lounge (March 31st - April 3rd) or Office 1006 (April 4th) during the distribution week to exchange it. Please note that the gown's length is meant to be right below the knee, and caps are "one-size-fits-all."

5. Bring or wear your attire to Lincoln Center on the day of the ceremony, Wednesday, June 4th, 2025.
6. Tassels are worn on the left side of the tam/cap. Hoods are carried on your left arm as you walk to the stage.

TICKETS

1. Each graduate will receive **4 guest tickets** for their guests to attend the graduation ceremony. All guest seating is first-come first-serve. Only physical tickets will be distributed. Unfortunately, lost or misplaced tickets **CANNOT** be replaced **under any circumstances**. We strongly recommend storing your tickets in a safe and secure location to ensure they are available on the day of the event.
2. Students **MUST** meet the requirements from the Office of Career Services before picking up their tickets.

Ticket distribution will take place from April 28th - May 1st.

10th Floor Hallway:

- **10:00 AM to 1:30 PM**
- **2:30 PM to 4:30 PM**

3. Information regarding a potential “Ticket Lottery” for any extra tickets will be announced by the Office of Special Events in early May.
4. Tickets **cannot** be mailed to the graduate or picked up by another student. If you are unable to retrieve your tickets the week of April 28th, please notify the Office of Special Events to make other arrangements.

THE CEREMONY - INSTRUCTIONS FOR GRADUATES

Please fill out the [Phonetic Spelling form](#) by May 5th in order to have your name read aloud at Commencement. If this form is not completed, it is not guaranteed to have your name read correctly at the ceremony.

1. Graduates should arrive at Lincoln Center’s David Geffen Hall **between 3:15 PM and 3:30 PM** on Wednesday, June 4th. Please follow the signs for the official “Graduate Line-Up”.
2. The lineup is alphabetical by last name in the order of the following groups:
 - 1) January LL.M.
 - 2) May LL.M.
 - 3) All JDs
3. When you arrive at the theater, **immediately check-in** with the faculty marshal assigned to you to report that you have arrived, (look for the sign with the first letter of your last name). To ensure that your name is called at the ceremony, it is **necessary** to check in with your assigned faculty marshal.

4. If you arrive late and the procession has begun, please find a Cardozo staff member for specific instructions.
5. Graduates march in and are seated in the center section of the theater. When approaching the stage, graduates will enter the stairs on the right (as you are facing the stage), and cross to the center of the stage. After you are handed your symbolic diploma, faculty members will be assembled on the left side of the stage to place the doctoral hood upon you. You may approach any faculty member you choose who is in attendance.
6. At Commencement, **Cardozo alumni** who have a spouse, sibling, or child graduating in the ceremony are welcome place the Doctoral hood upon their relation on stage. A Cardozo staff member will escort the alumnus to the stage when it is time to go up, and a photo will be taken by the ceremony photographers.

Please email CardozoSpecialEvents@yu.edu and CC Emily.snider@yu.edu by **March 17th** (**EMAIL SUBJECT: Specialty Hooding 2025**), to inform us of your Specialty Hooding Request. The Office of Special Events will provide further instructions via email once your request has been approved.

THE CEREMONY - INSTRUCTIONS FOR FAMILY MEMBERS

1. All guests with tickets to the ceremony will be permitted to enter the hall at 4:00 PM. No one will be allowed to attend the ceremony without a ticket. Children and infants will not be admitted without tickets. Please do not plan on having a child sit on your lap during the ceremony as this will not allow more guests to attend.

Please note: David Geffen Hall strictly limits the number of tickets issued and the number of guests at the ceremony. No "standing room only" spaces are available.

2. **Graduates with guests who use wheelchairs or have other special accommodation requests** should contact the Office of Special Events at CardozoSpecialEvents@yu.edu no later than **Friday, April 25th**. Accommodations must be made in advance of the ceremony. If your guests are asked to report to the hall at a specific time, they should arrive promptly. We do not have access to all parts of the hall at the same time and will arrange arrival times for people with seating accommodations to minimize their wait. Arriving too early or too late might result in unnecessary discomfort or inconvenience for your guests. Special Accommodation seating is not necessarily in the front of the theater or premium seating.

3. **Seating for guests is unreserved.** Numbers on tickets do not refer to seat numbers, and available seats are taken on a first-come first-served basis.

4. The ceremony is approximately **2 hours long**, from 4:30 PM to 6:30 PM.

5. Parking information for Lincoln Center can be found at the following link - [Lincoln Center Official Parking Guide \(lincolncenterparking.org\)](#)

PHOTOGRAPHY

1. Island Photography, the official graduation photographer, will be taking multiple photographs of each graduate during the ceremony. Island Photography will also take candid photographs outside the theater after graduation. Proofs will be mailed to each student at a later date, and you may purchase copies directly from the studio. For more information on the photos or for ordering photos after graduation, please visit www.islandphoto.com.

2. Graduates can keep their graduation attire; you will be able to have photos taken after the ceremony fully equipped with cap and gown.

3. In addition to photography on graduation day, Island Photography will also be at Cardozo taking professional cap and gown and business casual portraits. Island Photography will be at Cardozo on **April 1st and 2nd from 10:00 AM- 4:00 PM in the 3rd Floor Lounge**. Caps and gowns will be provided for your portraits. **Portrait sessions are \$10.00 to schedule to ensure attendance and last approximately ten minutes**. Proofs will be available for purchase online and sent to the mailing address you provide.

Appointments are required. Sign up online to make an appointment on Island Photography's site at: <https://appointments.islandphoto.com/start/1948>

For Island Photography's Customer Service, please call (800)-869-0908.

AWARDS CEREMONY

Cardozo will host an awards ceremony at Cardozo on Wednesday, June 4th from **10:00 AM to 11:00 AM** in the Moot Court Room. Students will be notified in April if they have received an award. Up to four guests of the Graduate may attend this ceremony.

Please complete the Awards Ceremony [Security Form](#) by May 5th if guests will be in attendance. This form will open on April 1st.

STUDENT SPEAK-OFF

This year's JD Student Speak - Off will take place on **Monday, March 17th at 12:40 PM in the 3rd Floor Lounge**. The deadline to sign up as a JD candidate is Wednesday, March 12th at 9:00 AM.

This year's LL.M. Student Speak- Off will take place on **Monday, March 24th 12:40 PM in Room 1008**. The deadline to sign up as an LLM candidate is Wednesday, March 12th at 9:00 AM.

The Graduation Student Speakers will be decided by a vote taken **from those who are present in person for the entire speak-off, following all of the speeches**. Please fill out the following form [Student Speak Off Sign Up 2025](#) (3L's and LL.M.'s only).

FAQ'S

1. Where is Commencement?
 - a. Lincoln Center - David Geffen Hall
10 Lincoln Center Plaza
New York, NY 10023
2. What time do graduates need to arrive to the ceremony?
 - a. All graduates must arrive promptly between **3:15 PM and 3:30 PM**, find their assigned faculty marshal, and follow their instructions.
3. What time do guests arrive to the ceremony?
 - a. Guests with tickets to the ceremony should begin arriving around 3:30 PM and will be permitted to enter the theater at 4:00 PM.
 - b. Graduates with guests who use wheelchairs or have other special accommodation requests should contact the Office of Special Events for accommodated seating and arrival time.
4. Is there parking at Lincoln Center?
 - a. Parking information for Lincoln Center can be found at the following link - [Lincoln Center Official Parking Guide \(lincolncenterparking.org\)](https://www.lincolncenterparking.org/)
5. How many guest tickets do I get for graduation?
 - a. Each graduating student will receive 4 guest tickets.
6. Is there a way to get more than 4 guest tickets?
 - a. If there are extra tickets, a "Ticket Lottery" will be announced at a later date.
7. What is the Awards Ceremony?
 - a. Students who are being recognized for their achievements during their time at Cardozo will be notified and invited within the next few weeks to attend an Awards Ceremony taking place the morning of June 4th in the Moot Court Room.
8. How do I know if I ordered my attire?
 - a. Please contact Cardozospecialevents@yu.edu to check if you've submitted your attire form.
9. What is the last day to submit my order for graduation attire?
 - a. The last day to submit your attire form is February 27th.
10. When is my graduation application due?
 - a. The graduation application was due on February 14th.
11. What is phonetic spelling?
 - a. Phonetic spelling is a system of writing words that reflects their pronunciation. It uses symbols or letters to represent the sounds of speech, making it easier to understand and pronounce words.
 - b. Graduates must complete the Phonetic Spelling form in order to have their name read aloud correctly at Commencement.

Please be sure to follow all graduation instructions above, especially those regarding the ceremony itself. The pre-ceremony environment can be chaotic, so we ask that all graduates arrive promptly between **3:15 PM and 3:30 PM**, locate their assigned faculty marshal, and follow their instructions.

Congratulations, Class of 2025! We wish you all the success as you finish your final months of law school and extend our best of luck as you prepare for the Bar Exam!

The Office of Special Events

Benjamin N. Cardozo School of Law

55 Fifth Ave New York, NY 10003

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Room: 1006

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[Class of 2025 Commencement](#)

The Office of Student Services & Advising

Benjamin N. Cardozo School of Law

55 Fifth Ave New York, NY 10003

Room: 1043

Email: Cardozostudentservices@yu.edu

The Office of Career Services

Benjamin N. Cardozo School of Law

55 Fifth Ave New York, NY 10003

Room: 1128

Email: Cardozocs@yu.edu

The Office of the Registrar

Benjamin N. Cardozo School of Law

55 Fifth Ave New York, NY 10003

Room: 1034

Email: Cardozoregistrar@yu.edu