



PRINCETON UNIVERSITY | OFFICE OF THE

Dean of the College

April 28, 2025

TO: Department Chairs, Program Directors, Department Managers, and Program Managers
FROM: Michael Gordin, Dean of the College
RE: Academic Prizes, Awards, and Class Day 2025

I write to remind you of the process for requisitioning undergraduate prizes and awards for Class Day 2025.

- Please submit the names of prize- and award-winners using the online form available at this secure link: <https://prizes.princeton.edu/>. Access to the form will be provided to department and program managers as well as undergraduate administrators. This site also includes [current guidelines](#) for the amount and number of prizes, for your reference.
- **The online form will open on Monday, May 5. You can view the balance available in the prize fund through the portal. The form will close at 1:00 p.m. on Wednesday, May 21, and late submissions cannot be accepted.**
- Students will receive monetary awards via electronic fund transfers (EFTs, which are direct deposits). Funds will be transferred to the account the student has recorded with the University. Students who have not registered for direct deposit will receive a check from Financial Services at their home address on file. Students will receive an email in late May to notify them of the EFT or mailed check.
- Prize certificates will be delivered to departments prior to Class Day (May 26).

As you know, the window of time in which prize recommendations and payments are processed and certificates are prepared is narrow. We appreciate your efforts to requisition awards promptly.

Should you have questions about the awards process, please contact Marianne King (mrk4@princeton.edu or call 609-258-2027).

Thank you for your attention and cooperation.

My best,

cc: Justin Bronfeld, Office of the Registrar
David Burden, Print and Mail Services
Lasha Carey, Financial Service Center
Elizabeth Colagiuri, Office of the Dean of the College
Brandon Gaines, Financial Support Services
Kristine Gindele, Office of the Dean of the College

Kristy Holmes, Office of the VP for Finance and Treasurer
Kislay Kaushik, Finance Technology, Office of the VP for Finance and Treasurer
James Kim, Office of the Dean of the College
Marianne King, Office of the Dean of the College
Catherine Kossou, Office of the Dean of the College
Peter Krivcov, Gift and Endowment Accounting, Office of the Controller
Tracy Kueny, Office of the Dean of the College
Jaysen LeSage, Office of the Dean of the College
Rebekah Peeples, Office of the Dean of the College
Daniel Richlin, Office of the Controller
Emily Shandley, Office of the Registrar