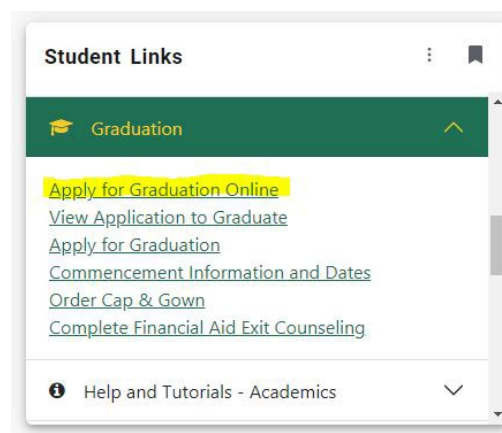


How to Apply to Graduate on MySRU

1. In your MySRU portal, on the **Student Links Card** then **Graduation**, and then **Apply for Graduation Online**.



2. **Select a term and your current program. Continue.**

- Select any term listed – this is not the graduation date – the graduation date option will be on the next page.
- You will need to complete these steps for each additional major or certificate.

3. **Select your Graduation Date**. Continue.**

- **Apply for the term you will complete ALL your degree requirements.
- Winter applicants will be able to participate in the Fall commencement ceremony.
- Summer applicants will be able to participate in the Spring commencement ceremony.
- October 1 is the deadline for Fall and Winter applications to be included in the ceremony and program.
- March 1 is the deadline for Spring and Summer applications to be included in the ceremony and program.

4. **Choose an option for the “Will you attend the ceremony” question. Continue.**

- Information regarding tickets will be emailed from the Commencement Office approximately two weeks after the application deadline. If you want any guests to attend, you MUST request tickets – tickets are not automatically provided.
- You can still participate in the ceremony and will receive information regarding tickets if you select no or undecided.

5. **Select the name that will be printed on your diploma and in the commencement program.** The dropdown will provide names on your student record. **Continue.**

- If you would like to modify your first name, middle name, and/or suffix, select “New” from the dropdown.
- If you are using a middle initial, *make sure to add a period after the letter (i.e. A.).*
- This only changes your name on your diploma and in the commencement program. If you wish to change your **last name or the official name on your record**, please contact the Office of Academic Records and Registration for further details.

The screenshot shows the SRU Graduation Application interface. At the top, it says 'Student > Graduation Application'. Below that is the 'Diploma Name Selection' section. It displays the 'Current Program' as 'B.S. in Business Administration'. A message box states: 'Enter the name to be printed on your diploma. Use "One of your Names" to select or change the name to be printed on your diploma. If a current diploma name exists, you may keep it by selecting "Keep Diploma Name."'. Below this, the 'Name' field shows 'Test Student0012'. There is a dropdown menu labeled 'Select a Name for your Diploma *' with 'Select' as the current option. At the bottom, there are 'Back' and 'Continue' buttons.

6. **Enter the Mailing Address for where your diploma will be mailed** after degrees are awarded. You can select an existing address from the dropdown or select “New” to enter a different address. **Continue.**

- NOTE: If you add an address, it does not change any existing address on your student record; it is **ONLY** for where to mail your diploma.

7. **Review all the information you entered or selected.** If everything is correct, **Submit Request.**

- If you need to make any changes, click Back and make the changes before you submit your application to graduate.

The screenshot shows the SRU Graduation Application interface. At the top, it says 'Student > Graduation Application'. Below that is the 'Diploma Mailing Address Selection' section. It displays the 'Current Program' as 'B.S. in Business Administration'. A message box states: 'Please select State (Province) and Zip (Postal Code) or select Nation to proceed.'. Below this, there is a dropdown menu labeled 'One of your Addresses *' with 'Select' as the current option. At the bottom, there are 'Back' and 'Continue' buttons.