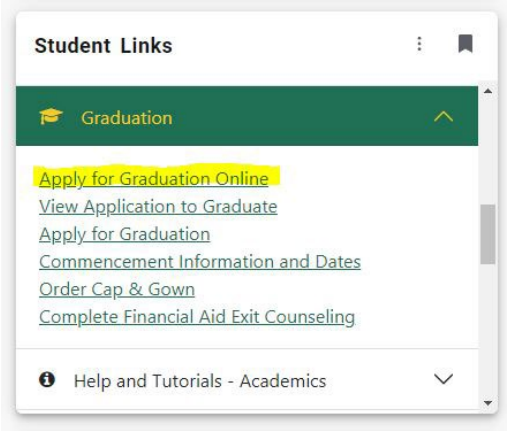
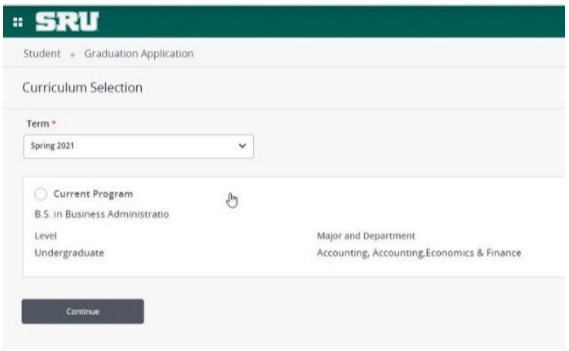
How to Apply to Graduate on MySRU

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



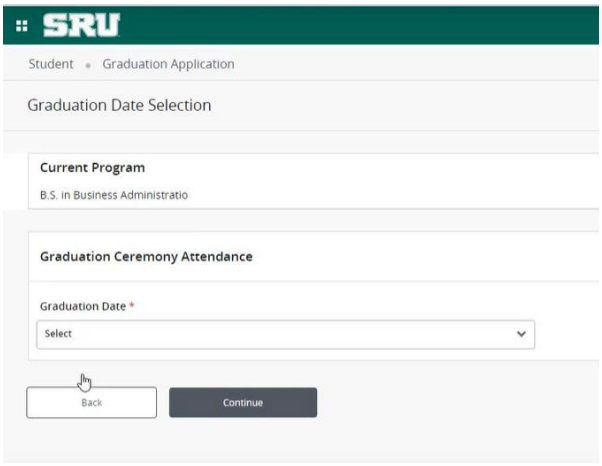
2. **Select a term and your current program. Continue.**

   - 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.



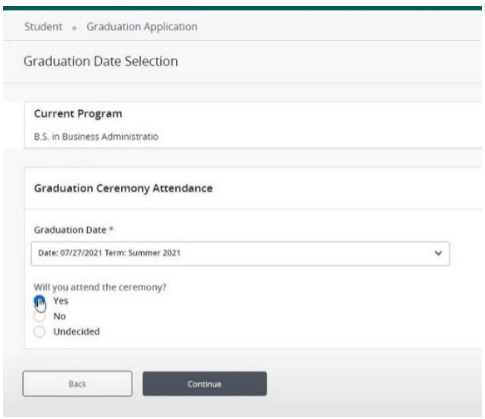
3. **Select your Graduation Date**. Continue.**

   - **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.

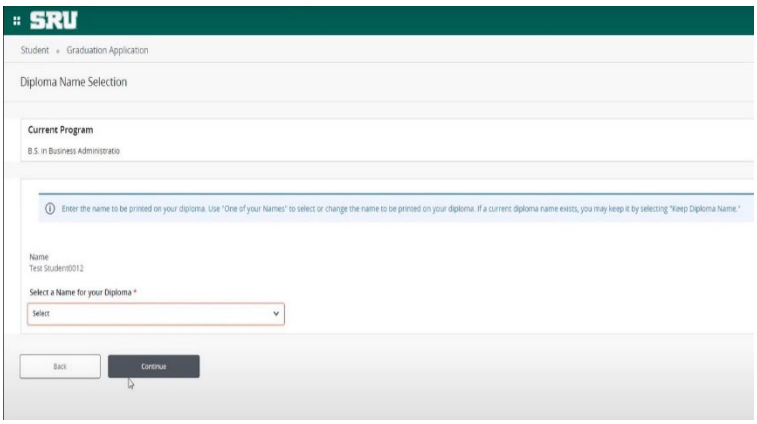


4. **Choose an option for the "Will you attend the ceremony" question. Continue.**

   - 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.



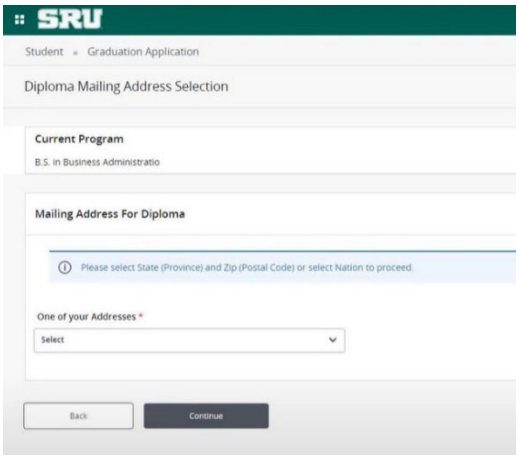
5. **Select the name that will be printed on your diploma and in the commencement program**. The dropdown will provide names on your student record. **Continue.**



   - 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.

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.