

Applying for Graduation

Students who are within two terms of completing their program must apply for graduation

Start by clicking on the Student Center link in the portal.

From the drop down in the Academics section select “My Academics”

Academics

[Search](#)
[Plan](#)
[Enroll](#)
[My Academics](#)

other academic... ▾

Deadlines URL

This Week's Schedule

	Class	Schedule
	LDRD 619-01 LEC (1198)	Mo 12:00AM - 12:00AM Room: TBA

enrollment shopping cart ▶

Select “Apply for Graduation”

Search Plan Enroll My Academics

My Academics

Advisors [View my advisors](#)

Transfer Credit [View my transfer credit report](#)

Course History [View my course history](#)

Transcript [View my unofficial transcript](#)

Graduation [Apply for graduation](#)

My Program:

- Institution - City University of Seattle
- Career - Graduate
- Program - Master of Arts Leadership
- Major - Leadership

You will be taken to a page which shows active programs on your student file. If you do not see your current program on this page, **STOP** and contact your student advisor. Advisor information is located on the first page of your student center

Click on the blue underlined hyperlink for the program you wish to apply for graduation from:

Search Plan **Enroll** My Academics

Apply for Graduation

Select Program and Degree

Select the academic program in which you wish to apply for graduation by clicking on its description.

Select an Academic Program

Academic Program Business Graduate Certificate Career Graduate

Degree Graduate Certificate

Emphasis Technology Management

Search Plan **Enroll** My Academics

go to ...

Select your expected graduation term from the drop down menu. If you are unsure of your expected graduation term, consult with your academic advisor

Search Plan **Enroll** My Academics

Apply for Graduation

Select Graduation Term

The academic program listed below was selected to apply for graduation. If this is not correct, return to the previous page and select a different academic program.

Select a valid term to apply for graduation by selecting a value from the dropdown. Only terms in which you are able to apply for graduation will be displayed.

Program Business Graduate Certificate Career Graduate

Degree Graduate Certificate

Emphasis Technology Management

Select the appropriate graduation term from the options listed in the drop-down menu next to 'Expected Graduation Term'. If your term has passed, select the current term. If your term is not listed you may not be eligible to apply for graduation at this time. This may affect your eligibility to attend the next commencement. If you do not see your term and require special consideration, E-mail graduation@cityu.edu to explain your situation.

Expected Graduation Term

Graduation Instructions

●GRADUATION APPLICATION FEE:

There is no fee for a certificate audit. A fee for the degree audit will be posted to your student account upon our receipt of your completed application. The fee is not related to Commencement (the graduation ceremony). The Degree Audit Application Fee must be paid before your diploma will be processed.

●NAME ON DIPLOMA:

Once your selection is made, carefully read ALL of the Graduation instructions that will appear once you have selected your expected graduation term

Click 

[Search](#) [Plan](#) [Enroll](#) [My Academics](#)

Apply for Graduation

Verify Graduation Data

Verify that all data is correct.

If the academic program/degree is not correct, click the Select Different Program button to select a different value.

If the term is not correct, click the Select Different Term button to select a different value.

If everything is correct, click the Submit Application button to continue the process.

Program Business Graduate Certificate **Career** Graduate
Degree Graduate Certificate
Emphasis Technology Management

Expected Graduation Term Fall 2010-2011

Graduation Instructions

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•NAME ON DIPLOMA:

Your information will not be submitted to the Registrar's Office until the application has been submitted.

Submitting your application for graduation DOES NOT automatically confirm your attendance at the next Commencement Ceremony. Please review the section below regarding Commencement.

Graduation Fees

There is no fee for a certificate audit. A fee for the degree audit will be posted to your student account upon our receipt of your completed application. The fee is not related to Commencement (the graduation ceremony). The Degree Audit Application Fee must be paid before your diploma will be processed.

USA and Canadian Campus students may pay this fee online using the make a payment link on the student center homepage or by mailing a payment to the City University of Seattle business office

All other students will need to submit payments to their City University of Seattle location.

Diploma Name

Your name will appear on your certificate or diploma exactly as it appears in the Student Center on the General Info Tab under the Names Link for Primary Name, your name will be listed with your given name listed first and your family name listed last on the day that we print this document.

If your degree name is significantly different from your primary name, we may request additional documentation or a change-of-name form. If you have any questions, please email the Diploma Coordinator at graduation@cityu.edu.

If you would like your certificate or diploma name to be different in any way from your primary name in our system, in the Personal Information section on the Student Center homepage click on the blue Names hyperlink

To add a Degree name click the button. Select Degree from the drop down and input the fields as you would like them displayed on your diploma format will be First Middle Last

5. If you have questions contact Graduation@cityu.edu

Apostille/Authentication

North American students residing in North America do not need this document. This may be required for students residing or working in other countries. For information on apostilles refer to www.secstate.wa.gov, and for authentications, www.state.gov. For additional assistance please email Graduation@cityu.edu.

Commencement

For information on the City University Commencement programs please see the cityu.edu public website or the Registrar's Page in the my.cityu.edu portal.