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”.

Select “Apply for Graduation”.

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:

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

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

Click

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.

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:

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.

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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

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.