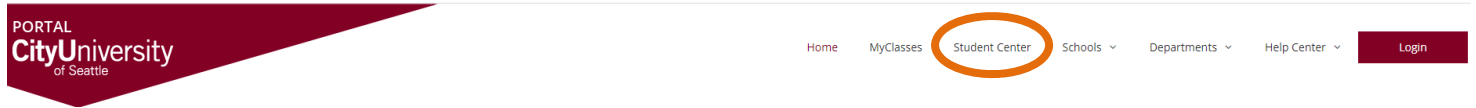


## Applying for Graduation (Degree Posting)

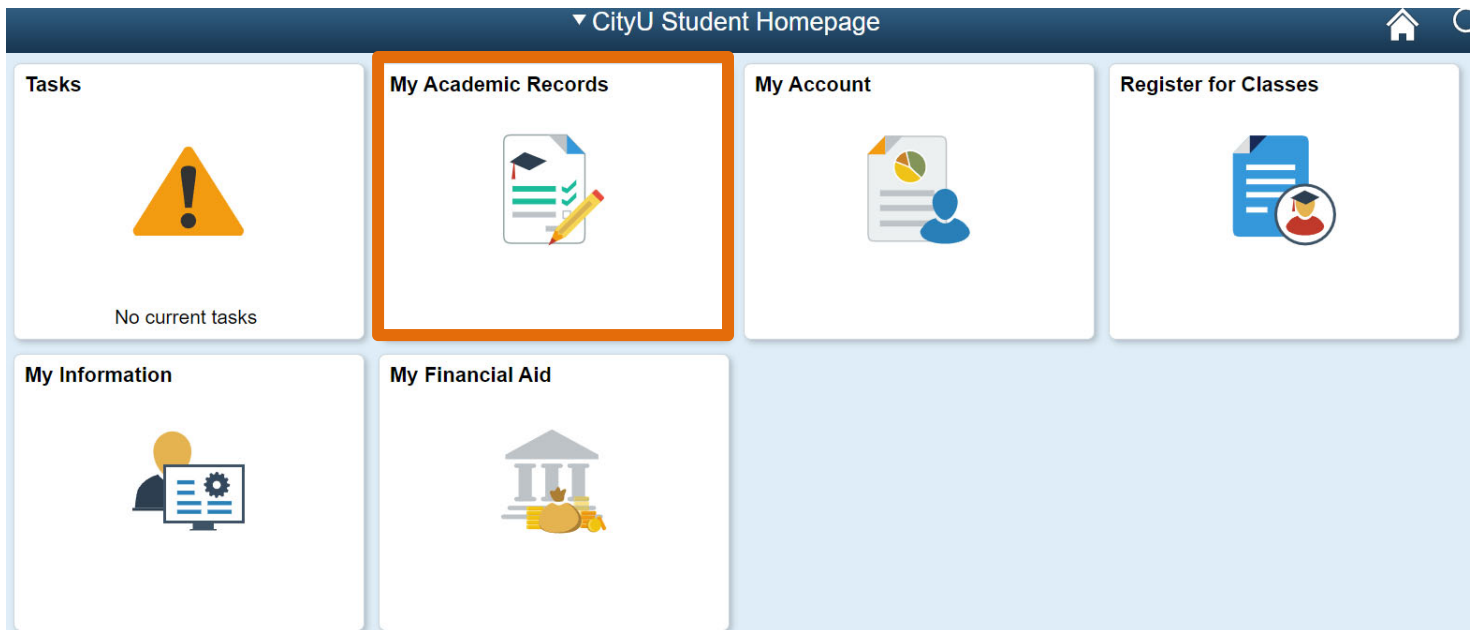
Students who are within two terms of completing their program must apply for graduation to have their final degree or certificate posted.

Start by clicking on the Student Center link in the my.cityu.edu portal.

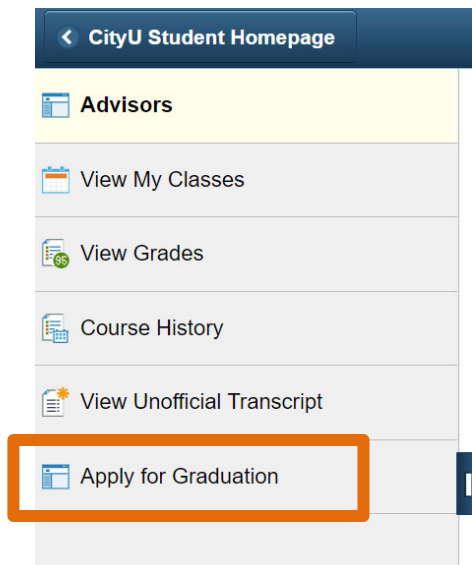


If you are not logged into a CityU system you will be asked to login (username/password). Once logged in, you will be on the CityU Student Homepage.

Select the “My Academic Records” Tile.



This will open a menu to the left -



Select “Apply for Graduation”

You will be taken to a page which shows active program/s on your student record. If you do not see your current program on this page, **STOP** and contact your student advisor. Advisor information is located on the top link of the menu on the left-hand side.

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

[Apply for Graduation](#)

## Select Program and Degree

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

### Select an Academic Program

Academic Program

Continuing Education

Career

Continuing Education

Emphasis

Continuing Education General

Select your expected graduation term from the drop-down menu. If you are unsure of your expected graduation term, consult with your academic advisor. This term will notify the Registrar's Office when you are planning to be finished. Click Continue.

[Apply for Graduation](#)

## Select Graduation Term

The academic program listed here 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 B.S in Business Administration

Career

Undergraduate

Degree Bachelor of Science

Major

Business Administration

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](mailto:graduation@cityu.edu) to explain your situation.

Expected Graduation Term

Fall 2021-2022

Spring 2021-2022

Winter 2021-2022

Select Different Program

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

affect your eligibility to attend the next commencement. If you do not see your term and require special consideration, E-mail [graduation@cityu.edu](mailto: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:

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 you would like your certificate or diploma name to be different in any way from your primary name in our system, please select ADD A NEW NAME below Name Type. Choose Degree in the Name Type drop-down menu, then type your name exactly as you want it to appear. Include diacritical and punctuation marks and list your names in the order you want them printed. (Remember to SAVE.) Please do not use the prefix or suffix options.

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](mailto:graduation@cityu.edu).

#### •MAILING ADDRESS FOR DIPLOMA:

Your diploma will be mailed to the mailing address listed with the University and showing in your Student Center. It is your responsibility to verify this address and update it if necessary prior to the completion of your program. If your address changes after you complete but before your diploma is issued, you are responsible to contact the Registrar's Office to update

### Pay specific attention to:

- NAME ON DIPLOMA - see Diploma Name on the following pages.
- MAILING ADDRESS FOR DIPLOMA - not sure what your mailing address is on file? Go to your My Information Tab and click on the Addresses link. Diploma are mailed to the mailing address on file. Not current? Click the arrow button to open the change screen.

#### Mailing Address

Address	From
<input type="text"/>	Current

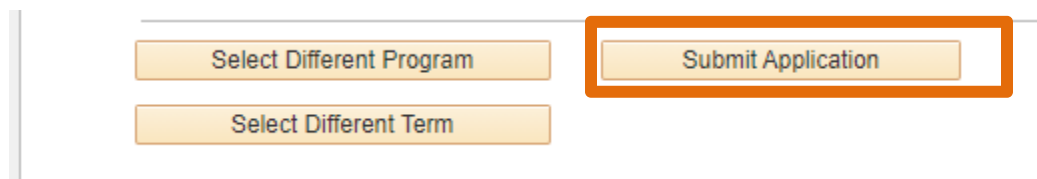
Click Save when done updating.

Edit Address	
Type	Mailing
*Country	<input type="text" value="Mexico"/>

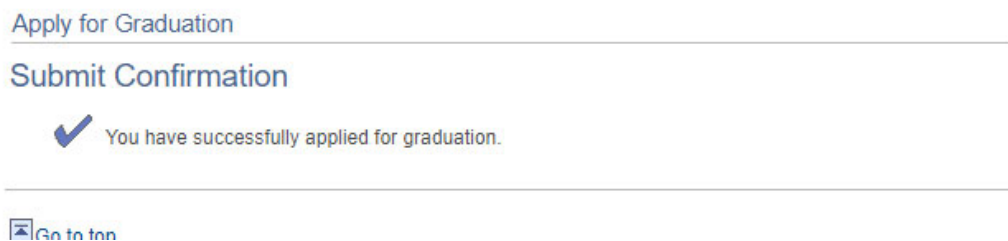
Your information will not be visible to the Registrar's Office until the application has been submitted. Click the Continue button.



Then click the Submit Application button.



You will know that you have submitted your application to the Registrar when you receive the confirmation screen.



**NOTE:** Submitting your application for graduation **DOES NOT** confirm your attendance at the next Commencement Ceremony in Seattle. For information on the Commencement ceremony please see the [cityu.edu public website](https://my.cityu.edu/publicwebsite) or the Registrar's Page or the Commencement Page directly in the [my.cityu.edu portal \(https://my.cityu.edu/commencement/\)](https://my.cityu.edu/commencement/).

### **Final Degree Audit Fee**

A fee for the final 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.

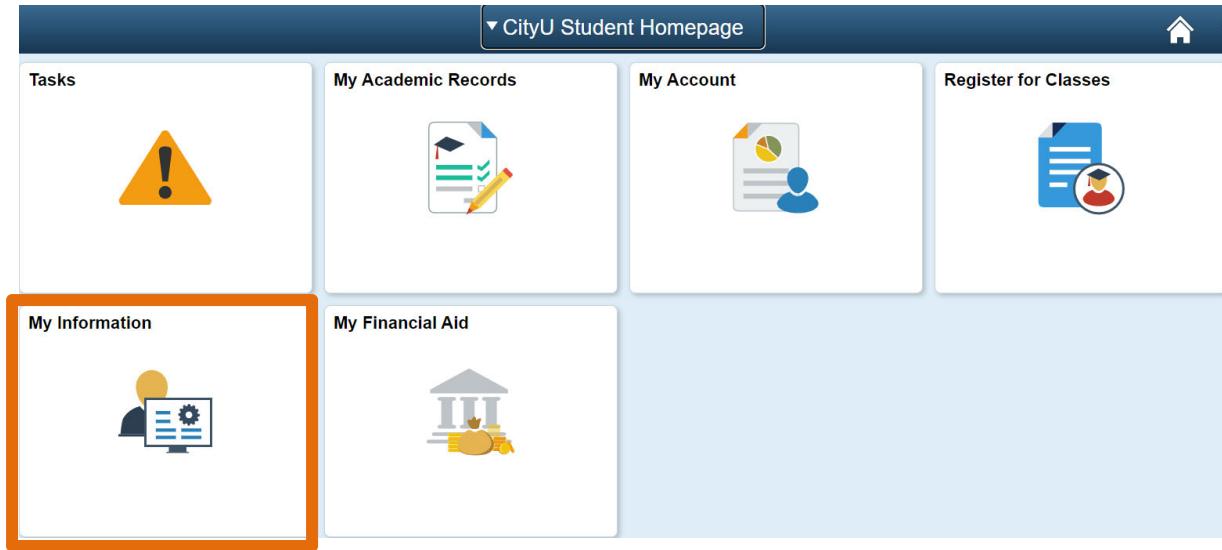
There is no fee for a certificate audit.

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 local location.

## Diploma Name

Your name will appear on your certificate or diploma exactly as it appears as your **Primary Name** the Student Center on the “My Information Tile” under the Personal Details link.



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.

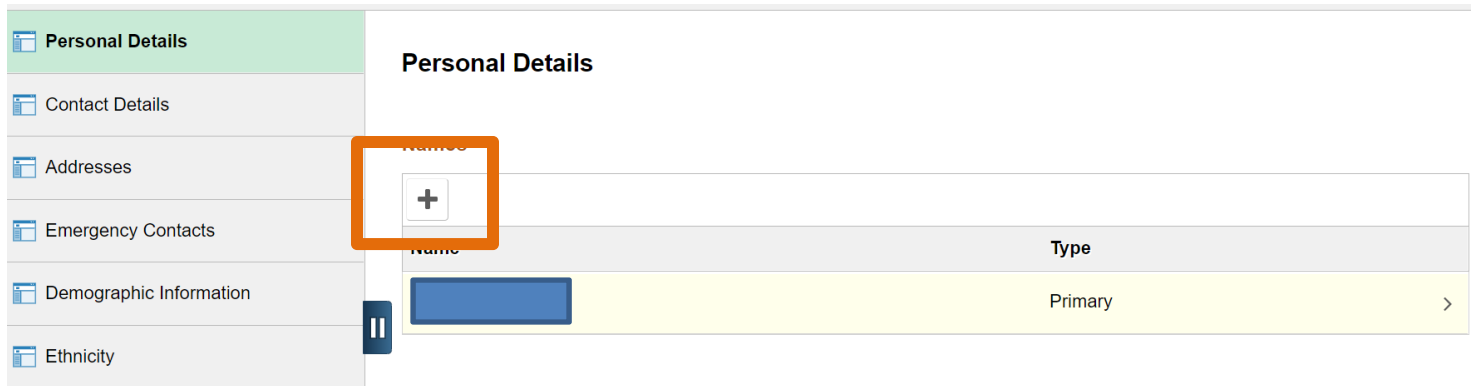
The image shows a screenshot of the "Personal Details" section in a student portal. On the left is a sidebar with menu items: "Personal Details", "Contact Details", "Addresses", "Emergency Contacts", "Demographic Information", and "Ethnicity". The "Personal Details" section is active. Under the "Names" heading, there is a table with one row. The first cell of the row is a blue box representing the name, and the second cell is "Primary". A right-pointing arrow icon is in the bottom right corner of the table row, highlighted with an orange border. Below the table is a "View Name" button. Underneath the button, the following information is displayed:

Type	Primary
Name Format	English
Prefix	
First Name	[Blue Box]
Middle Name	[Blue Box]
Last Name	[Blue Box]
Suffix	

You may add a **DEGREE NAME** if you want your name to appear differently on your diploma.

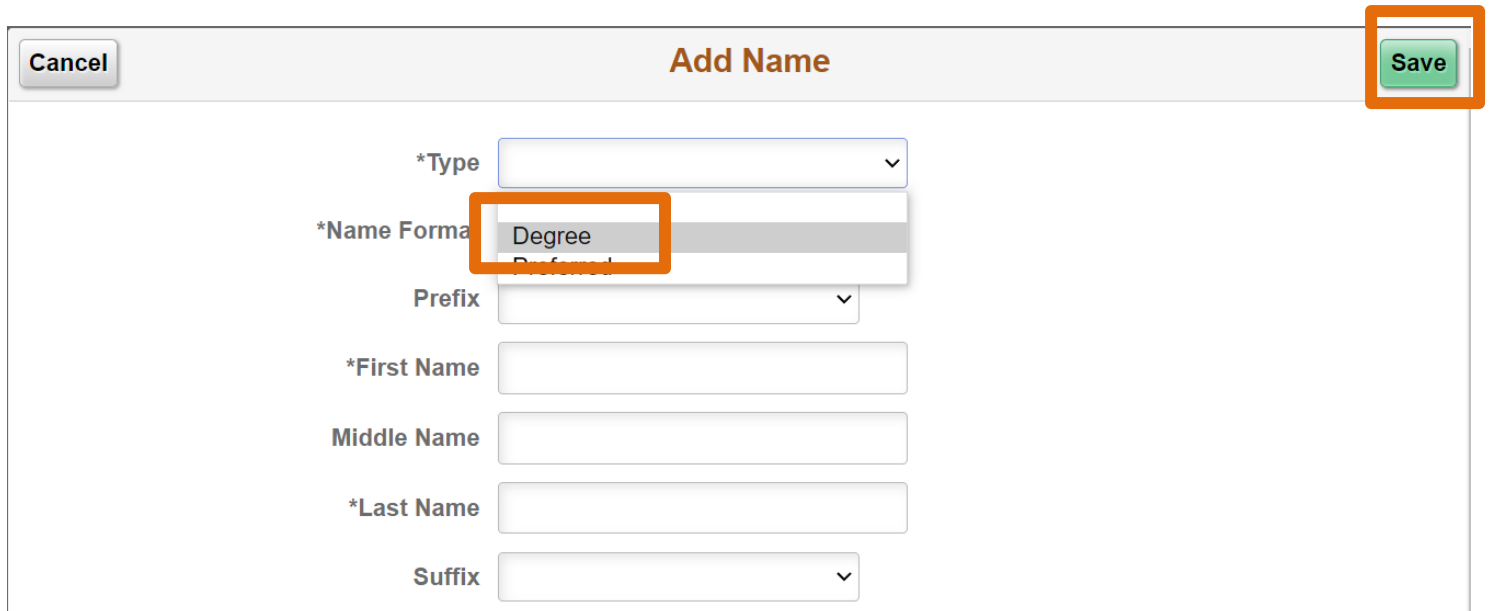
## Adding a Degree Name

Click the plus sign on the Personal Details Page.



The screenshot shows the 'Personal Details' page. On the left is a sidebar with menu items: Personal Details, Contact Details, Addresses, Emergency Contacts, Demographic Information, and Ethnicity. The main content area is titled 'Personal Details' and contains a table. The table has two columns: 'Name' and 'Type'. A plus sign button is highlighted with an orange box in the top-left corner of the table. Below the table, there is a blue button and a yellow row with the text 'Primary' and a right-pointing arrow.

Select Degree from the Type drop down menu. Fill the remainder of the information. Click the Save button when done.



The screenshot shows the 'Add Name' form. At the top, there are 'Cancel' and 'Save' buttons. The 'Save' button is highlighted with an orange box. The form contains several fields: '\*Type' (a dropdown menu), '\*Name Format' (a dropdown menu with 'Degree' selected and highlighted with an orange box), 'Prefix' (a dropdown menu), '\*First Name' (a text input field), 'Middle Name' (a text input field), '\*Last Name' (a text input field), and 'Suffix' (a dropdown menu).

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](mailto: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](http://www.secstate.wa.gov), and for authentications, [www.state.gov](http://www.state.gov). Visit <https://my.cityu.edu/all-things-graduation> for directions on apply for an Apostille/Authentication. For additional assistance please email [Graduation@cityu.edu](mailto:Graduation@cityu.edu).