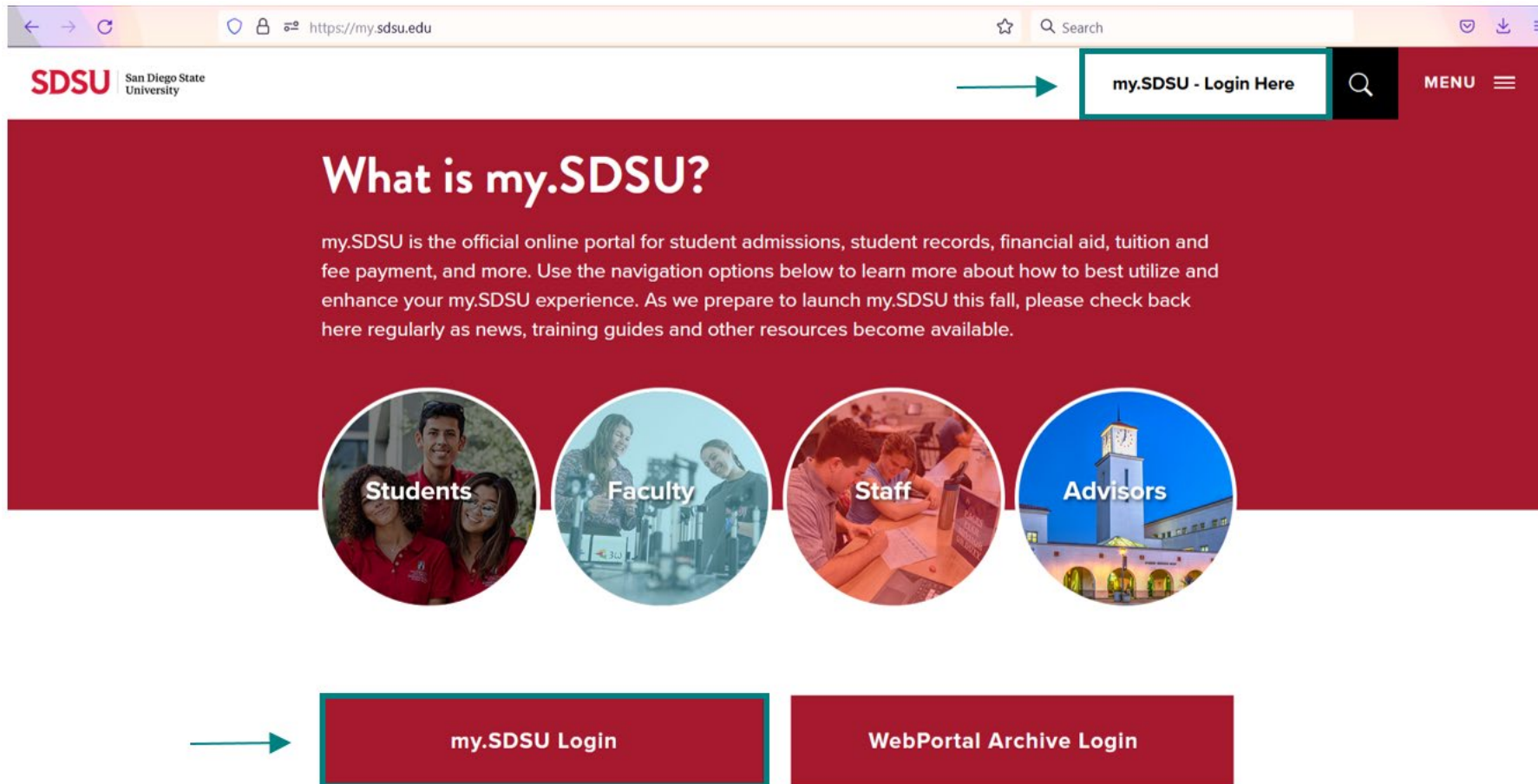




Application for Graduation in my.SDSU

Step 1: Log in to [my.SDSU](https://my.sdsu.edu)



The screenshot shows a web browser at the URL <https://my.sdsu.edu>. The page features the SDSU logo and a navigation bar with a search icon and a "MENU" button. A prominent red banner contains the heading "What is my.SDSU?" and a paragraph explaining the portal's purpose. Below the banner are four circular icons representing "Students", "Faculty", "Staff", and "Advisors". At the bottom, there are two red buttons: "my.SDSU Login" and "WebPortal Archive Login". A green arrow points from the "my.SDSU Login" button to the "my.SDSU - Login Here" button in the navigation bar.

SDSU San Diego State University

my.SDSU - Login Here

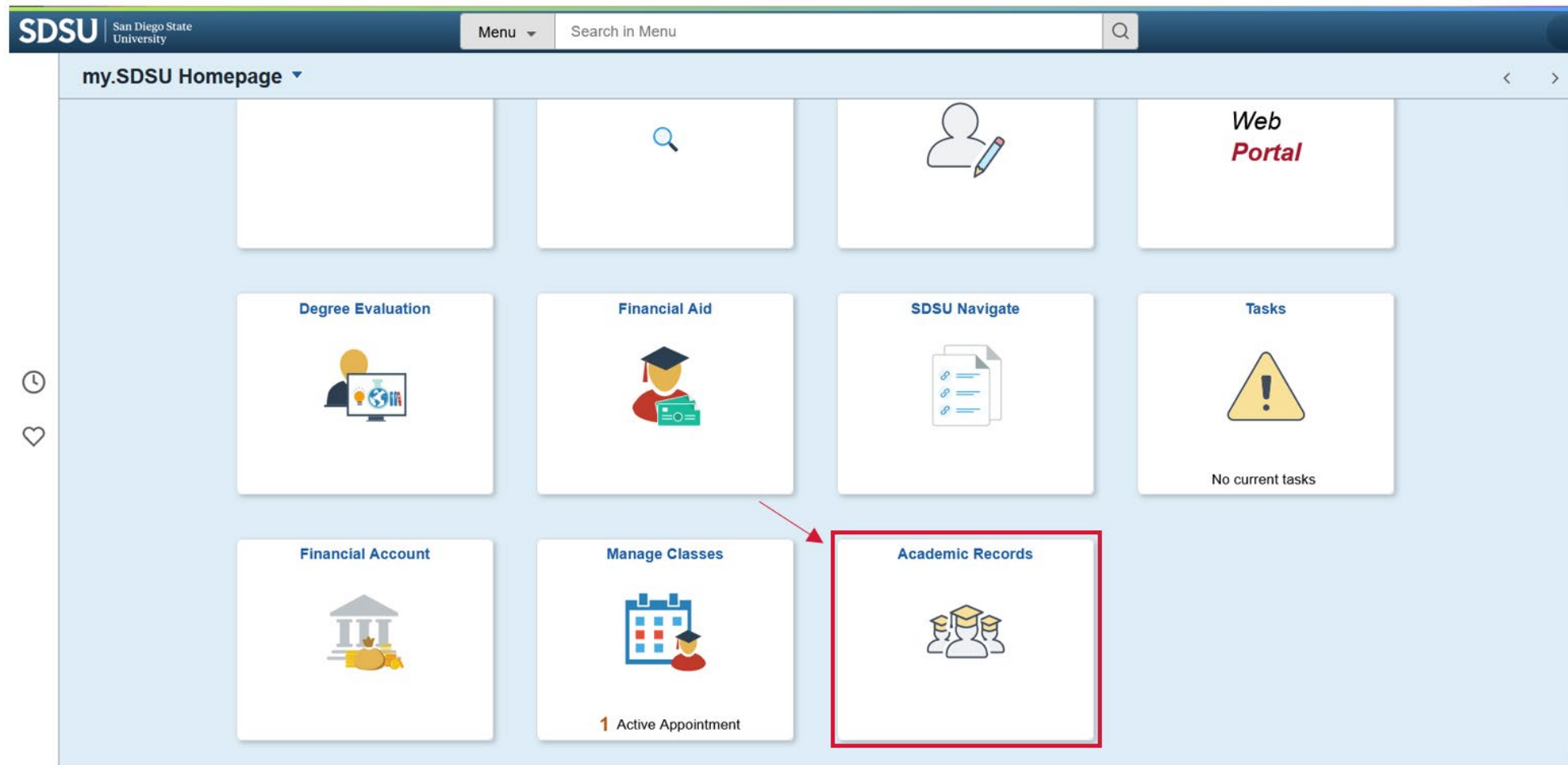
What is my.SDSU?

my.SDSU is the official online portal for student admissions, student records, financial aid, tuition and fee payment, and more. Use the navigation options below to learn more about how to best utilize and enhance your my.SDSU experience. As we prepare to launch my.SDSU this fall, please check back here regularly as news, training guides and other resources become available.

Students Faculty Staff Advisors

my.SDSU Login WebPortal Archive Login

Step 2: Click on the Academic Records Tile



Step 3: Select the Application for Graduation Menu Option

Student Homepage Application for Graduation

Course History

View Grades

View Unofficial Transcript

Request Official Transcript

Enrollment Verification

Application for Graduation

My Academic Programs

Verify that your degree information is correct before starting your application for graduation. To begin your application for graduation, switch "No" to "Yes" next to Select to Apply and click "Apply."

Please contact the [Office of the Registrar](#) for assistance with the application. Visit [Graduation](#) for information about apply to graduate, degree requirements, diplomas, and commencement.

▼ Undergraduate (SD)

San Diego State University | Undergraduate

Degree	Plan	Sub-Plan
BS	Major: Bus Admin (Accounting)	
	Minor: Statistics	

No Select to Apply

Status Eligible to Apply for Graduation

Apply

Follow the prompts for each page

Student Homepage Application for Graduation

Course History
View Grades
View Unofficial Transcript
Request Official Transcript
Enrollment Verification
Application for Graduation

My Academic Programs

Verify that your degree information is correct before starting your application for graduation. To begin your application for graduation, switch "No" to "Yes" next to Select to Apply and click "Apply."

Please contact the [Office of the Registrar](#) for assistance with the application. Visit [Graduation](#) for information about apply to graduate, degree requirements, diplomas, and commencement.

Undergraduate (SD)
San Diego State University | Undergraduate

Degree	Plan	Sub-Plan
BS	Major: Bus Admin (Accounting)	
	Minor: Statistics	

Yes Select to Apply **1** Status: Eligible to Apply for Graduation **2**

Apply

Step 1 of 4: Graduation Term

Application for Graduation

Exit

Next >

1 Graduation Term
Visited

2 Diploma / Degree Name
Not Started

3 Address
Not Started

4 Submit
Not Started

Step 1 of 4: Graduation Term

Select Graduation Term for [San Diego State University](#) | Undergraduate

Undergraduate (SD) *Expected Graduation Term Spring 2023

The expected graduation term list the graduation application(s) that is available during the published filing period.

Select the application when you expect to meet all graduation requirements at the end of the semester/term. If you do not complete all degree requirements, you must cancel your application for graduation with your assigned Graduation Advisor in the [Office of the Registrar](#) as soon as possible. You are required to re-apply for a future graduation term during the published filing period.

Click on the Expected Graduation Term drop-down list to view the available graduation application(s) during the published filing period.

Application for Graduation

Exit

Next >

1 Graduation Term
Visited

2 Diploma / Degree Name
Not Started

3 Address
Not Started

4 Submit
Not Started

Step 1 of 4: Graduation Term

Select Graduation Term for [San Diego State University](#) | Undergraduate

Undergraduate (SD) *Expected Graduation Term Spring 2023

The expected graduation term list the graduation application(s) that is available during the published filing period.

Select the application when you expect to meet all graduation requirements at the end of the semester/term. If you do not complete all degree requirements, you must cancel your application for graduation with your assigned Graduation Advisor in the [Office of the Registrar](#) as soon as possible. You are required to re-apply for a future graduation term during the published filing period.

Select the application when you expect to meet all graduation requirements at the end of the semester/term.

Step 2 of 4: Diploma / Degree Name

Application for Graduation

Exit Previous Next

1 Graduation Term Visited

2 Diploma / Degree Name Visited

3 Address Not Started

4 Submit Not Started

Step 2 of 4: Diploma / Degree Name

Choose the name that will appear on your diploma from the options below. For additional information about diploma name, visit [Diploma](#).

Names

Select	Name Type	Name
<input type="radio"/> No	Primary	Undergraduate Records Test
<input type="radio"/> No	Preferred	Undergrad Test

Application for Graduation

Exit Previous Next

1 Graduation Term Visited

2 Diploma / Degree Name Visited

3 Address Not Started

4 Submit Not Started

Step 2 of 4: Diploma / Degree Name

Choose the name that will appear on your diploma from the options below. For additional information about diploma name, visit [Diploma](#).

Names

Select	Name Type	Name
<input type="radio"/> No	Primary	Undergraduate Records Test
<input checked="" type="radio"/> Yes	Preferred	Undergrad Test

Step 3 of 4: Address

Application for Graduation

< Previous Next >

- 1 Graduation Term
Visited
- 2 Diploma / Degree Name
Visited
- 3 Address**
Visited
- 4 Submit
Not Started


Step 3 of 4: Address

The diploma is mailed to the diploma address on record which is provided by the student during the Application for Graduation process. To add a diploma address, click on the "+" sign, insert the information in the Add Address pop-up box, and click "Accept." If a diploma address is already on file with SDSU and the information below is accurate, then click "Next." If the diploma address on file with the university needs to be updated, then click on ">" next to the Address, make the necessary revisions in the Edit Address pop-up box, and click "Accept."

After the graduation application has been completed, the diploma address can be updated in the Addresses menu option under the Profile tile. To ensure prompt and correct delivery of your diploma will be sent to the diploma address provided, the diploma address needs to be updated before the last day of the semester/term in which you have applied to graduate.

For additional information about diploma address, visit [Diploma](#).

Addresses

Select	Address Type	Address	From
			

Step 3 of 4: Address

This screenshot shows the 'Add Address' pop-up form in the 'Application for Graduation' system. The form is titled 'Add Address' and has 'Cancel' and 'Accept' buttons. It contains the following fields: 'Type' (Diploma), '*From' (12/03/2022), '*Country' (United States), '*Address 1', 'Address 2', 'Address 3', 'City', 'State', 'Postal', and 'County'. A red circle highlights the '*Address 1' field, with the number '2' inside it. The background shows the 'Step 3 of 4: Address' section of the application process.

This screenshot shows the 'Add Address' pop-up form with the following fields filled in: 'Type' (Diploma), '*From' (12/03/2022), '*Country' (United States), '*Address 1' (2.7182 Test Drive), 'Address 2', 'Address 3', 'City' (San Diego), 'State' (California), 'Postal' (92182-7416), and 'County'. A red circle highlights the 'Accept' button, with the number '3' inside it. The background shows the 'Step 3 of 4: Address' section of the application process.

Step 3 of 4: Address

Application for Graduation

Exit

Previous Next

4

Step 3 of 4: Address

The diploma is mailed to the diploma address on record which is provided by the student during the Application for Graduation process. To add a diploma address, click on the "+" sign, insert the information in the Add Address pop-up box, and click "Accept." If a diploma address is already on file with SDSU and the information below is accurate, then click "Next." If the diploma address on file with the university needs to be updated, then click on ">" next to the Address, make the necessary revisions in the Edit Address pop-up box, and click "Accept."

After the graduation application has been completed, the diploma address can be updated in the Addresses menu option under the Profile tile. To ensure prompt and correct delivery of your diploma will be sent to the diploma address provided, the diploma address needs to be updated before the last day of the semester/term in which you have applied to graduate.

For additional information about diploma address, visit [Diploma](#).

Addresses

+

Select	Address Type	Address
<input type="checkbox"/>	Diploma (Added)	2.7182 Test Drive San Diego CA 92182-7416 >

Step 4 of 4: Submit

Application for Graduation

Previous

1 Graduation Term
Visited

2 Diploma / Degree Name
Visited

3 Address
Visited

4 Submit
Visited

Step 4 of 4: Submit

Please review your application for graduation information for accuracy. Click "Previous" to update any information.

The one-time non-refundable undergraduate graduation service fee is \$108.00. Click "Pay" to proceed with the payment, which will be open in a new Tab and make sure to select "Graduation Fee-Undergraduate". After the payment has been accepted, return back to this **Step 4 of 4: Submit** page of the Application for Graduation and click "Refresh." Lastly, click "Submit" and "Yes" for the application for graduation to be on file with SDSU.

If you had submitted a graduation application and paid the one-time graduation service fee for a previous semester/term, then click on "Submit" and "Yes" for the application for graduation to be on file with university.

Pay 1

New Tab is open

Application for Graduation x Transact | Overview x +

SDSU San Diego State University

Overview

My Account

Overview

Activity Details

Promise to Pay

Make a Payment

UT Undergraduate Test San Diego State University TRAINING2 Balance \$0

Summary [View statements](#)

You currently have no outstanding open items. SDSU does not bill for tuition - If you would like to pay Tuition and Fees, Parking or any other Miscellaneous fee, please select from one of the items below:

Step 4 of 4: Submit

This screenshot shows the 'Overview' page for an 'Undergraduate Test' account. The page title is 'Overview' and the account name is 'Undergraduate Test' with ID 'San Diego State University TRAINING2'. The balance is shown as '\$0'. A summary section states: 'You currently have no outstanding open items. SDSU does not bill for tuition - If you would like to pay Tuition and Fees, Parking or any other Miscellaneous fee, please select from one of the items below:'. Below this, under 'Available items', there are two cards: 'Intent to Enroll Deposit' for \$400.00 and 'Graduation Fees' for \$0.00. A red circle with the number '2' highlights the 'Graduation Fees' card. A sidebar on the left contains navigation options: My Account, Overview, Activity Details, Promise to Pay, Make a Payment, Transactions, Statements, Tax Forms, Help, and Sign Out.

This screenshot shows the 'Available items' page, which is a sub-view of the 'Graduation Fees' section. The page title is 'Available items' and the sub-section is 'Graduation Fees'. Under 'Featured items', there are two cards: 'Graduation Fee - Graduate (Master's or Doctoral degree)' for \$108.00 and 'Graduation Fee - Undergraduate (Bachelor's degree seeking)' for \$108.00. A red circle with the number '3' highlights the 'Graduation Fee - Undergraduate' card. Each card has a 'View details' link and a 'New' badge. A 'View selected items' button is located at the bottom right of the page.

Step 4 of 4: Submit

The screenshot shows a web browser window with two tabs: "Application for Graduation" and "Transact | Item details". The browser address bar shows a search icon and the text "Search". The main content area is titled "Graduation Fees" and features a "Featured items" section with two cards:

- Graduation Fee - Graduate (Master's or Doctoral degree)**
\$108.00
[View details](#) New
- Graduation Fee - Undergraduate (Bachelor's degree seeking)**
\$108.00
[View details](#) New

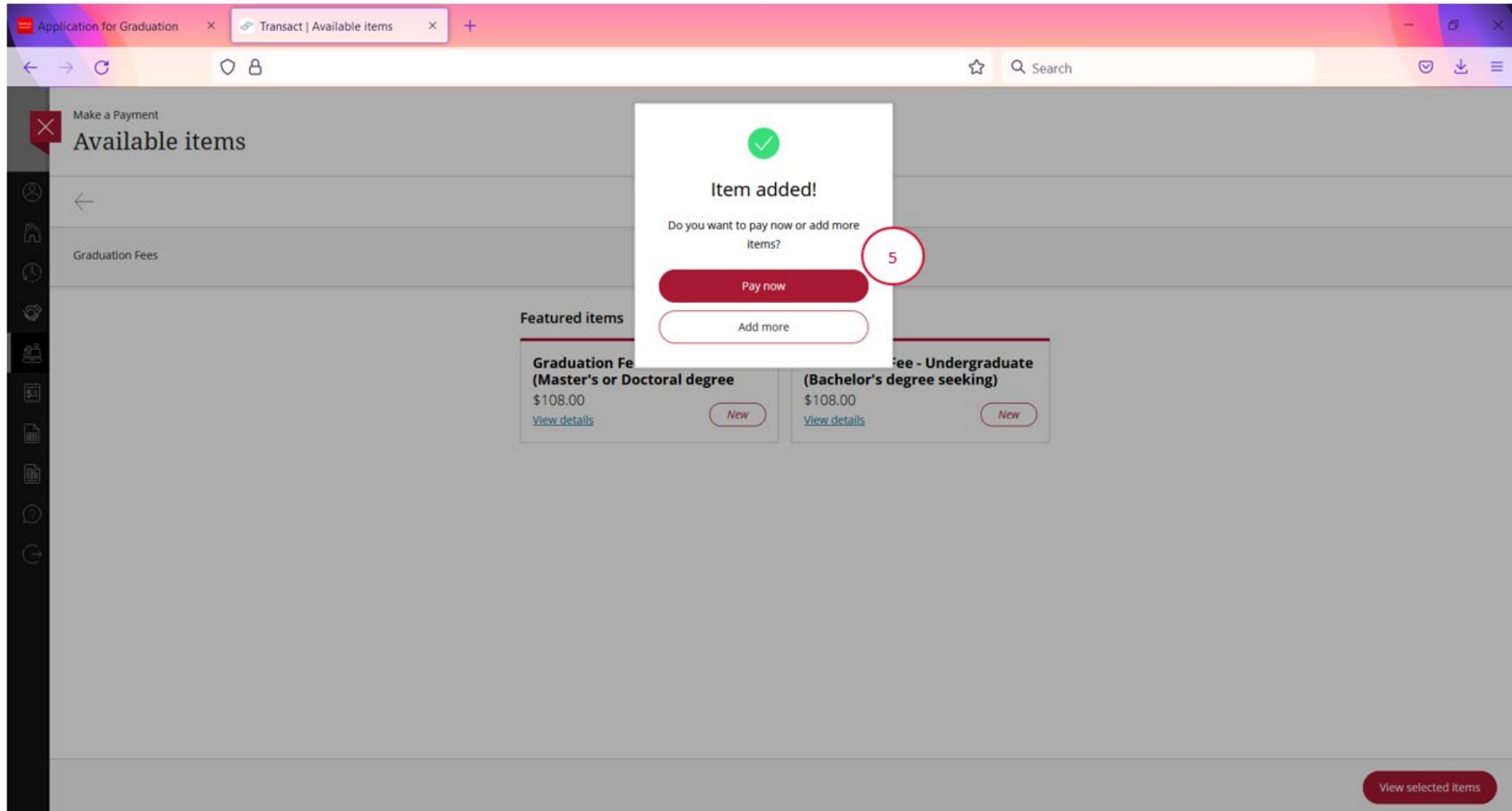
On the right side, a sidebar titled "Item details" provides information for the selected item:

Graduation Fee - Undergraduate (Bachelor's degree seeking)
\$108.00

Only select and pay for the undergraduate graduation fee item if you have already reviewed Steps 1 to 4 of the Application for Graduation in my.SDSU. Your Application for Graduation is considered completed and on file with the university when both the application in my.SDSU and graduation service fee are submitted. Visit the Office of the Registrar website for more information about the method and deadline to apply for graduation.

At the bottom right, there is a red circle containing the number "4", and two buttons: "Cancel" and "Add to payment".

Step 4 of 4: Submit



Step 4 of 4: Submit

Application for Graduation × Transact | Make a Payment ×

SDSU San Diego State University

Make a Payment

Step 1 of 3: Pay amount

Selected items

Description	Quantity	Amount	View details	Remove
Graduation Fee - Undergraduate (Bachelor's degree seeking)		\$108.00	View Details	Remove
Total				\$108.00

Would you like to pay for something else?

Available items

Intent to Enroll Deposit

\$400.00

[View details](#)

Graduation Fees

Graduation Fees

[View category](#)

Scroll down to the Checkout button

Step 4 of 4: Submit

Application for Graduation x Transact | Make a Payment x

← → ↻ 🔒 🔍 Search

SDSU
San Diego State University

Would you like to pay for something else?

Available items

Intent to Enroll Deposit \$400.00 View details	Graduation Fees Graduation Fees View category
Deposits Deposits View category	Summer 2020 Tuition and Fees, Parking, ID Card Menu View category
Fall 2020 Tuition and Fees, Parking, ID Card Menu View category	Imperial Valley Campus (IVC Mi... Imperial Valley Campus (IVC Misc Fees) View category

[View all items](#)

* Indicates required field

Payment 1 item

6 \$108

Cancel Checkout

Step 4 of 4: Submit

Application for Graduation x Transact | Make a Payment x +

← → ↻ 🔒 🔍 Search

SDSU
San Diego State University

Make a Payment

My Account
Overview
Activity Details
Promise to Pay
Make a Payment
Transactions
Statements
Tax Forms
Help
Sign Out

Pay amount

Step 2 of 3: Payment method

How would you like to pay?

Payment amount
\$108

7 * Payment method

- New credit or debit card
- New bank account
- New 529 Savings Plan
- International payment

Secure encrypted payment

Cancel Continue

Step 4 of 4: Submit

Application for Graduation x Transact | Make a Payment x +

← → ↻ 🔒 🔍 Search

SDSU
San Diego State University

Make a Payment

My Account
Overview
Activity Details
Promise to Pay
Make a Payment
Transactions
Statements
Tax Forms
Help
Sign Out

Step 2 of 3: Payment method
1 2 3

Pay amount

How would you like to pay?

Payment amount
\$108

* **Payment method** [Change](#)

New credit or debit card

AMERICAN EXPRESS DISCOVER JCB MasterCard VISA

* **Card number**

* **Expiration date** * **Security code** ⓘ

* **Zip/Postal code**

International cardholders may input "N/A"

Save card for future use

Secure encrypted payment

Cancel Continue

Click Continue after entering payment information

8

Step 4 of 4: Submit

Application for Graduation x Transact | Make a Payment x

SDSU San Diego State University

Make a Payment

Step 3 of 3: Review

Payment method

Last step! Let's make sure we have your correct information.

* Email address 9

@sdsu.edu

Summary [Change](#)

Graduation Fee - Undergraduate (Bachelor's degree seeking)	\$108.00
Total	\$108.00

Payment details [Change](#)

Card number	
Expiration date	
Zip/Postal code	

This site is protected by reCAPTCHA and the Google [Privacy Policy](#) and [Terms of Service](#) apply.

Secure encrypted payment

Cancel **Pay \$108** 10

Click Pay after entering SDSUid email address and verifying payment information

Step 4 of 4: Submit

Application for Graduation x Transact | Make a Payment x +

SDSU San Diego State University

Make a Payment

My Account
Overview
Activity Details
Promise to Pay
Make a Payment
Transactions
Statements
Tax Forms
Help
Sign Out 11

Verify Graduation Fee – Undergraduate receipt is your SDSU id email account before signing out.

\$108

Thank you for your payment

You have a remaining balance of \$0

The payment receipt # [redacted] was sent to: @sdsu.edu

SDSU @sdsu.edu



@sdsu.edu

Thank you for your payment

1 message

cashiers@sdsu.edu <cashiers@sdsu.edu>
To: @sdsu.edu

Fri, Apr 21, 2023 at 6:25 PM

Receipt Number:
SDSU ePayment Location
Date: 04/21/2023

Description	Amount
Graduation Fee - Undergraduate (Bachelor's degree seeking)	\$108.00

Total \$108.00

Payments Received	Amount
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SDSU SP Payments MasterCard XXXXXXXXXXXX5454 Authorization # 151250	\$108.00
---	----------

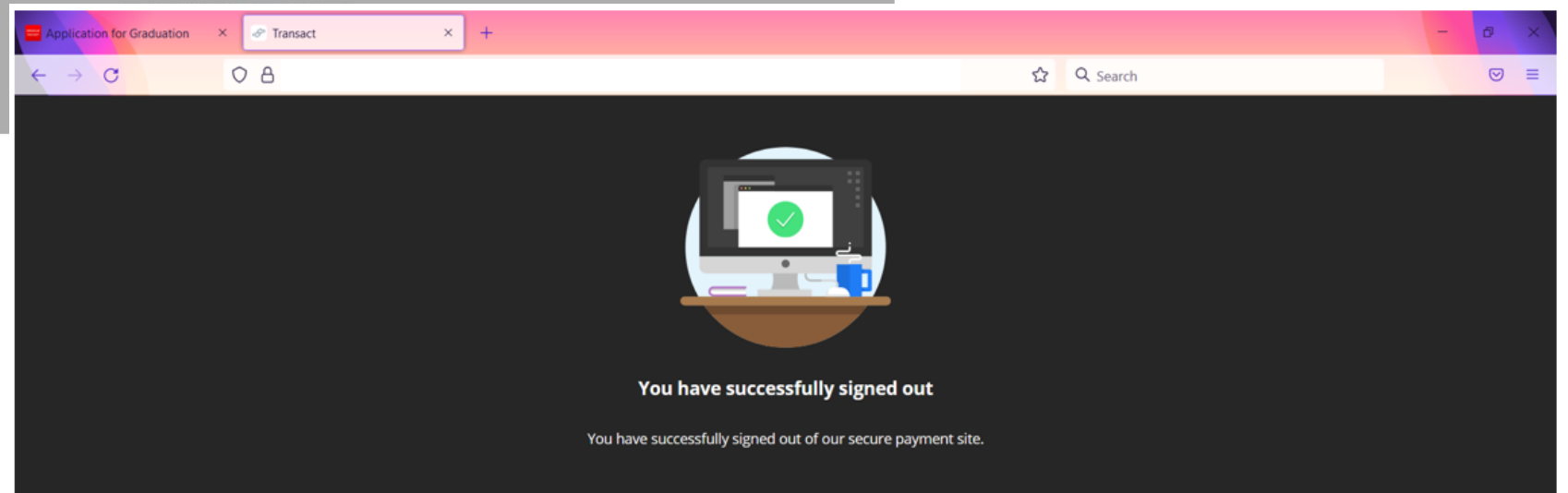
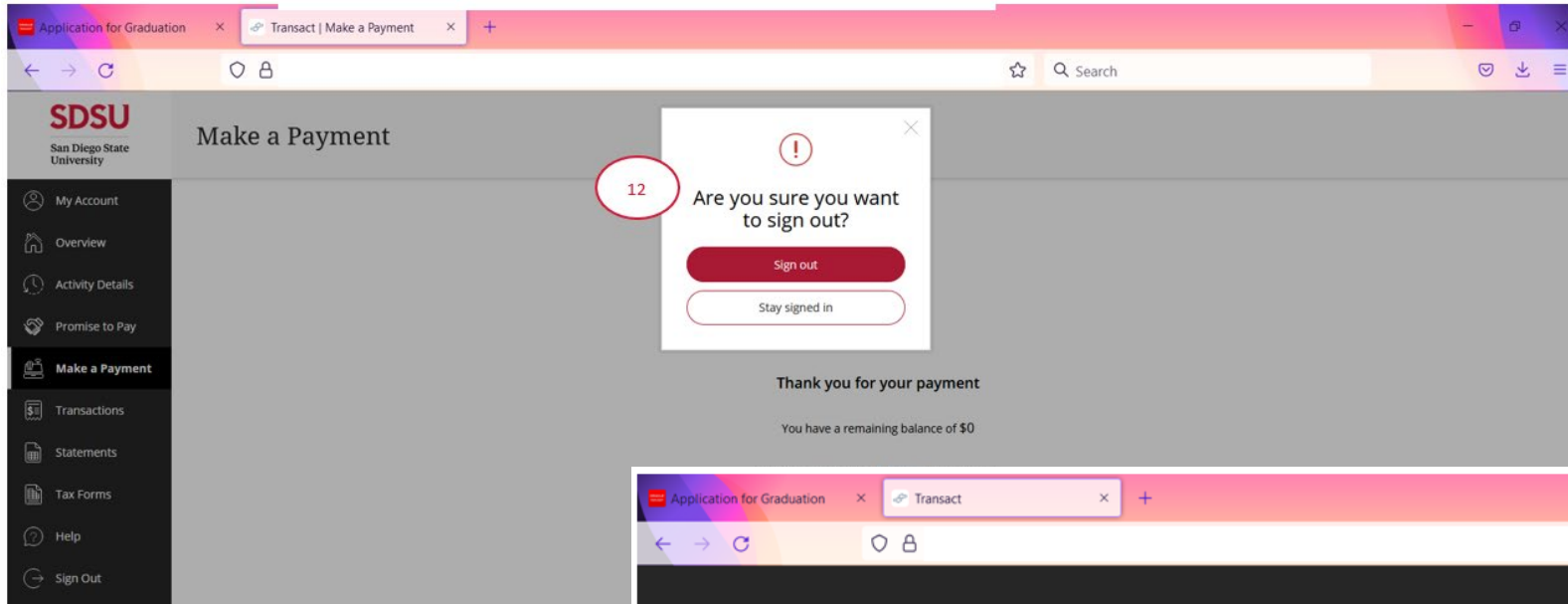
Total \$108.00

The CSU makes every effort to keep student costs to a minimum. Fees listed in published schedules or student accounts may need to be increased when public funding is inadequate. Therefore, CSU must reserve the right, even after initial fee payments are made, to increase or modify any listed fees, without notice, until the date when instruction for a particular semester or quarter has begun. All CSU listed fees should be regarded as estimates that are subject to change upon approval by The Board of Trustees.



San Diego State
University

Step 4 of 4: Submit



Step 4 of 4: Submit

Application for Graduation

Transact

Go back to the Application for Graduation Tab

1

Application for Graduation

Previous

1 Graduation Term Visited

2 Diploma / Degree Name Visited

3 Address Visited

4 Submit Visited

Step 4 of 4: Submit

Pay Refresh

2

Please review your application for graduation information for accuracy. Click "Previous" to update any information.

The one-time non-refundable undergraduate graduation service fee is \$108.00. Click "Pay" to proceed with the payment, which will be open in a new Tab and make sure to select "Graduation Fee-Undergraduate". After the payment has been accepted, return back to this **Step 4 of 4: Submit** page of the Application for Graduation and click "Refresh." Lastly, click "Submit" and "Yes" for the application for graduation to be on file with SDSU.

If you had submitted a graduation application and paid the one-time graduation service fee for a previous semester/term, then click on "Submit" and "Yes" for the application for graduation to be on file with university.

Step 4 of 4: Submit

Application for Graduation

Exit

Application for Graduation

Previous

- 1 Graduation Term Visited
- 2 Diploma / Degree Name Visited
- 3 Address Visited
- 4 Submit Visited

Step 4 of 4: Submit

Please review your application for graduation information for accuracy. Click "Previous" to update any information.

The one-time non-refundable undergraduate graduation service fee is \$108.00. Click "Pay" to proceed with the payment, which will be open in a new Tab and make sure to select "Graduation Fee-Undergraduate". After the payment has been accepted, return back to this **Step 4 of 4: Submit** page of the Application for Graduation and click "Refresh." Lastly, click "Submit" and "Yes" for the application for graduation to be on file with SDSU.

If you had submitted a graduation application and paid the one-time graduation service fee for a previous semester/term, then click on "Submit" and "Yes" for the application for graduation to be on file with university.

Submit

Application for Graduation

Exit

Application for Graduation

Previous

- 1 Graduation Term Visited
- 2 Diploma / Degree Name Visited
- 3 Address Visited
- 4 Submit Visited

Step 4 of 4: Submit

Please review your application for graduation information for accuracy. Click "Previous" to update any information.

The one-time non-refundable undergraduate graduation service fee is \$108.00. Click "Pay" to proceed with the payment, which will be open in a new Tab and make sure to select "Graduation Fee-Undergraduate". After the payment has been accepted, return back to this **Step 4 of 4: Submit** page of the Application for Graduation and click "Refresh." Lastly, click "Submit" and "Yes" for the application for graduation to be on file with SDSU.

If you had submitted a graduation application and paid the one-time graduation service fee for a previous semester/term, then click on "Submit" and "Yes" for the application for graduation to be on file with university.

Submit

Are you sure you want to proceed with the submission?

4 Yes No

Application for Graduation on File in my.SDSU

Student Homepage Application for Graduation

My Academic Programs

Visit [Graduation](#) for information about apply to graduate, degree requirements, diplomas, and commencement.

Undergraduate (SD)

San Diego State University | Undergraduate

Degree	Plan	Sub-Plan
BS	Major: Bus Admin (Accounting)	
	Minor: Statistics	

No Not Eligible for Selection Status: Applied for Graduation

sdsu.edu/applytograduate



SDSU

@sdsu.edu>

my.SDSU Undergraduate Application for Graduation

1 message

Registrar Enrollment Services <registrar@sdsu.edu>
To: @sdsu.edu>

Fri, Apr 21, 2023 at 6:27 PM

Dear Undergrad Test,

123456789

Thank you for submitting your undergraduate application for Fall 2023 graduation. Additional information about [undergraduate graduation](#) is available on the [Office the Registrar website](#).

Sincerely,

Office of the Registrar
San Diego State University
(619) 594-6871
[Contact Us](#)
registrar.sdsu.edu