Application for Graduation in my.SDSU
Step 1: Log in to my.SDSU
Step 2: Click on the Academic Records Tile
Step 3: Select the Application for Graduation Menu Option

Follow the prompts for each page
Follow the prompts for each page

<table>
<thead>
<tr>
<th>Degree</th>
<th>Plan</th>
<th>Sub-Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>BS</td>
<td>Major: Bus Admin</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(Accounting)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Minor: Statistics</td>
<td></td>
</tr>
</tbody>
</table>

1. Select to Apply
2. Status: Eligible to Apply for Graduation
Step 1 of 4: Graduation Term

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

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

<table>
<thead>
<tr>
<th>Name Type</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary</td>
<td>Undergraduate Records Test</td>
</tr>
<tr>
<td>Preferred</td>
<td>Undergrad Test</td>
</tr>
</tbody>
</table>

Select Yes or No for the name type and then select Primary or Preferred.
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.
Step 3 of 4: Address
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Addresses

<table>
<thead>
<tr>
<th>Select</th>
<th>Address Type</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>Diploma (Added)</td>
<td>27182 Test Drive</td>
</tr>
<tr>
<td></td>
<td></td>
<td>San Diego</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CA 92182-7416</td>
</tr>
</tbody>
</table>
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 $100.00. Click "Pay" to proceed with the payment, which will 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.

New Tab is open
Step 4 of 4: Submit
Step 4 of 4: Submit
Step 4 of 4: Submit

Scroll down to the Checkout button
Step 4 of 4: Submit
Step 4 of 4: Submit
Step 4 of 4: Submit
Step 4 of 4: Submit

1. Click Pay after entering SDSU.edu email address and verifying payment information.
Step 4 of 4: Submit

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

Thank you for your payment

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduation Fee - Undergraduate (Bachelor's degree owing)</td>
<td>$108.00</td>
</tr>
<tr>
<td>Total</td>
<td>$108.00</td>
</tr>
</tbody>
</table>

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.
Step 4 of 4: Submit
Step 4 of 4: Submit

Go back to the Application for Graduation Tab

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

Please review your application for graduation information for accuracy. Click "Preview" 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.

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Are you sure you want to proceed with the submission? Yes No
Application for Graduation on File in my.SDSU

sdsu.edu/applytograduate