GRADUATE - Online Graduation Application Instructions

Listed below are instructions on how to apply for graduation online, through your MySJSU account.

STEP 1: Log-in to your MySJSU account

STEP 2: Go to your Student Center and click on “My Academics”
STEP 3: Click on **Apply for Graduation** on “My Academics” page.

STEP 4: Click on **Apply for Graduation** on the “Submit an Application for Graduation” page.
STEP 5: Select the term you plan to graduate from the drop down menu for the Expected Graduation Term, and then click Continue.
STEP 6: Click **Submit Application** on the “Verify Graduation Data” page.

After you have applied, you will receive this confirmation.
View your graduation status on your MySJSU account and ensure your Diploma Mailing Address is accurate. Make sure to update your Diploma Mailing Address under My Academics as detailed below to receive your diploma.

**Update Diploma Mailing Address Instructions**

STEP 1: Log-in to your MySJSU My Academics page to view your graduation status. Click on **View my graduation status** to edit your Diploma Address.
STEP 2: Click on **Update Diploma Address** to update your diploma address.
STEP 3: Select **Add a New Address**

Click on "Add a New Address"
STEP 4: Enter your Diploma Mailing Address and click OK

After entering your address, click OK

STEP 5: Select Diploma as the Address Type and click Save

Click on "Diploma" as the Address Type. Then click "SAVE".
After you have added your Diploma address, you will receive this confirmation.

Add a new address

Save Confirmation

✔ The Save was successful.

OK

To confirm the Diploma Mailing Address is accurate, click on View my graduation status on your “My Academics” page.
The entered Diploma Mailing Address will now be shown under Diploma Address. If you need to update the Diploma Mailing Address further, click on Update Diploma Address and follow the instructions again.