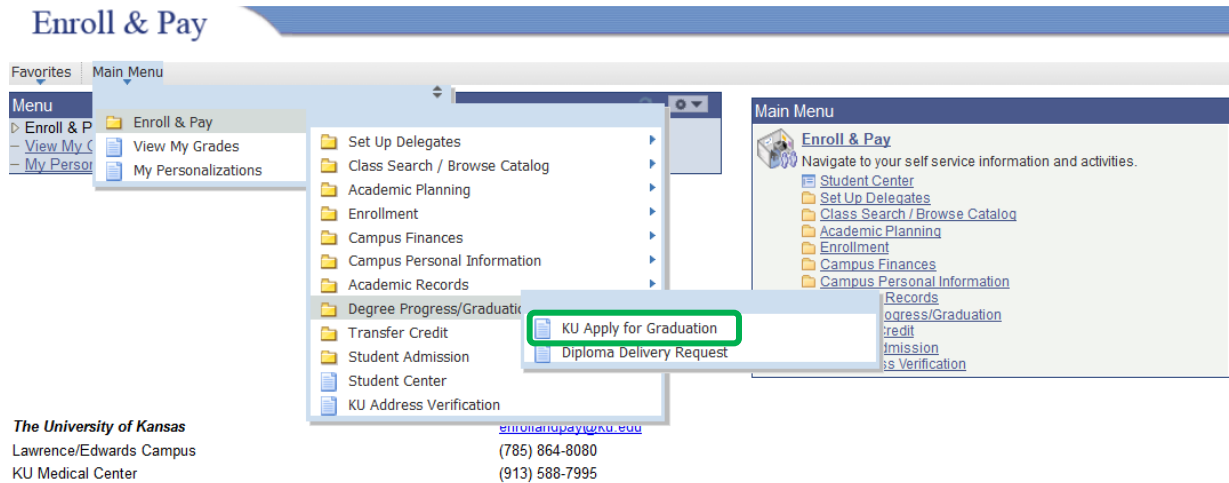


Apply for Graduation

After signing into the Enroll & Pay system, click on the Enroll and Pay link from Main menu and navigate to Degree Progress/Graduation and click on KU Apply for Graduation.



On the Apply for Graduation page, click the hyperlink next to Academic Program. If there are multiple academic programs listed for a student, the student must go through the application process for graduation separately for each of the academic programs.

Apply for Graduation

Jayhawk Student

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

This screen allows you to apply for your degree. If you are interested in participating in the Commencement ceremony, please follow this link: <http://www.commencement.ku.edu/>.

Please note that there is a "Submit Application" button at the end of this process. Once you press that button and the confirmation page loads, you've finished this process for the academic program that you have selected.

Select an Academic Program	
Academic Program: Liberal ArtsSci Undergraduate	Description: Undergraduate
Degree: Bachelor of Arts	
Major	SociologyBA

go to ...

When there are multiple majors, the student may chose to apply to one major, but drop or defer another major. If the major is dropped then it is removed from the application for degree and the student's record. If the major is deferred and the student re-enrolls for a future semester, the deferred major will be put back on the student's record.

Select **Apply** for majors that the student wants to graduate from. Select a graduation term from the drop down list, and click the **Continue** button.

Apply for Graduation

Jayhawk Student

The academic program listed below 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.

If the degrees you intend to earn within this academic program/school are not reflected below, you will need to contact your school.

Academic Program:	Liberal Arts&Sci Undergraduate	Career:	Undergraduate
Degree:	Bachelor of Arts		
Major	SociologyBA	Option	Apply <input style="display:none" type="button" value="?"/>

Select the appropriate term from the list below. If no values are found, you are not eligible to apply for graduation at this time.

Select the term in which ALL requirements will be complete:

Graduation Instruction
2017 Fall
2018 Spring

You will be directed to this page, where you will verify the graduating term and academic program. If there is a need to change either one of these, select the appropriate buttons (**Select Different Program** or **Select Different Term**) and follow the directions on the page to continue for applying for graduation once again. If all the information on the current page is correct, then click **Continue**.

Apply for Graduation

Jayhawk Student

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.

If the degrees you intend to earn within this academic program/school are not reflected below, you will need to contact your school.

Academic Program: Liberal Arts&Sci Undergraduate **Career:** Undergraduate

Degree: Bachelor of Arts

Major: SociologyBA

You have selected to apply for this term:

Expected Graduation Term: 2018 Spring

Select Different Program

Select Different Term

Continue

The next page provides email address, mailing address and name to be placed on the diploma. An email address must be provided (if one is not there) for future communication. This email address will be used to communicate the student after graduation and does not impact the current student email address.

Click the **Update Address** button to edit the existing addresses. Click **Update Diploma Name** to update the name that needs to be on the diploma if it is not correct. The **Update Diploma Name** button opens a new window where the student needs to sign on and complete a name form that will be reviewed and updated by an administrative staff member. The new name will not be displayed immediately because of the manual processing. Close the window to come back to Apply for Graduation process.

If all the information on this page is correct, click **Continue** button.

Apply for Graduation

Jayhawk Student

Each link will open a new window. Once you have followed the various instructions for each link, close the window to continue through the Apply for Graduation process.

E-mail	
Please provide an e-mail address at which KU and its affiliates can contact you after graduation.	
*Email Address:	<input type="text" value="studentjayhawk@ku.edu"/>

Use this link to update your permanent and Jayhawk addresses. Your Jayhawk address will be used to contact you prior to graduation. Your permanent address will be used to contact you after graduation.

[Update Addresses](#)

This is your name as it will currently appear on your diploma. You may change the way your name appears on your diploma with the Registrar's Office by using the following link. Please note certificates only appear on your transcript and are not printed.

[Update Diploma Name](#)

Name: Jayhawk Student

[Select Different Program](#)

[Select Different Term](#)

[Continue](#)

The next page gives the options to withhold students' name from certain publications. Please read them carefully and check the boxes if appropriate.

Apply for Graduation

Jayhawk Student

If you would prefer that information concerning your graduation NOT be released to the media, please check this box.

Media Release Hold

Don't release my information to the media.

If you would prefer NOT to be listed in the commencement program, please check this box.
Note certificates are only displayed on the transcript and are not printed in the commencement program.

Commencement Book Hold

Don't list me in the commencement book.

If you would prefer that people identified as your relatives within our database (e.g. parents, guardians, etc.) NOT receive mailings about graduation, please check this box.

Commencement Mail Hold

Don't contact my relatives about graduation.

When finished press "Submit Application" at the bottom of this page to complete the process.

Select Different Program

Select Different Term

Submit Application

If all the information looks good, click **Submit Application** button. This page confirms successful completion of applying for graduation process.

Apply for Graduation

Jayhawk Student

Submit Confirmation

You have successfully applied for graduation.

Apply for Another Degree

Expected Graduation Term: 2018 Spring

Please fill out an On-line Diploma Delivery Request to indicate how you want to receive your diploma. If you choose not to complete the request at this time, you may come back into 'Graduation' and select 'Diploma Delivery Request'

Diploma Delivery Request

go to ... 