<u>Graduation Application Guide</u>

- In order to earn a degree or certificate, students must <u>apply to graduate</u> on the Self Service Banner. Please note the graduation application deadlines shown on this page.
- Each degree or certificate requires the submission of a separate application.
- Students should verify their curriculum is their intended program of study (including all majors, minors, and certificates) prior to submitting the application
- If you are earning a *certification* not a certificate, then you should confirm with the program if the Banner graduation application is required. Sometimes, certification programs will have different requirements.

<u>The steps involved for the graduation application are explained below.</u>

1.**Choose the curriculum term that you plan to graduate with.** Likely this should be the most recent term showing to be available. **NOTE: This is NOT choosing the intended term of graduation.** You will select that next in the application.

2. Verify your curriculum plan selection. If you do not see the correct curriculum you wish to graduate with, you will need to contact the college/department to have this corrected. **Do NOT proceed with your graduation application until this has been corrected. Curriculum updates are unable to be processed by the department once an application is submitted.**

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3. Select the term you wish to graduate. You can apply within one year of your intended graduation date.

4. Select your preference for attending the graduation ceremony. You can attend any graduation ceremony within a year of your graduation (pre or post). Any questions about the actual ceremony event should be directed to University Events.

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5. Select how you'd like your name to appear on your diploma. It will appear how it is listed in the "Student Name" field if you select "current name"

6. Verify diploma name information

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7. Select the type of mailing address for the diploma to be sent to (this will be based on what is on file in Banner). Diplomas are mailed to the address provided on the graduation application approximately 6-8 weeks following the degree awarding date, so you should select/enter an address that will be valid after your graduation. You should not send your diploma to your student PO box due to accessibility ending at the end of graduation term.

8. Verify or modify the address.

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9. Verify Graduation Application Request

Additional directions

- If you need to update your address after the submission of the application, this is permitted up to two weeks prior to the degree award date through submission of RAS Diploma Address Update Form. **Please note - submission of this form will not update the address reflected on your application on Banner. The information collected on this form is updated prior to submitting the diploma order from our vendor.**

- It is advised to carefully review your application prior to submission. Changes cannot be made once submitted. If changes would need to be completed, we would have to remove your application in order to complete the update.
    - If the graduation application needs to be removed for a curriculum update, name change, or deferral of application, then you should email this request to RAS@lehigh.edu