

How to Complete a Graduation Application

1. Log into myCTState.edu and locate the **Student Self Service** card (shown highlighted below)

Student Self-Service

[Access Your Student Profile](#)
[Review Required Action Items](#)
[Access Registration Dashboard](#)
[Browse Classes](#)
[Browse Course Catalog](#)
[View Account Summary](#)
[Degree Works](#)
[Apply for Graduation](#)
[View Graduation Application](#)

2. Select the degree or certificate program you are applying to graduate from.
(Note: Only programs you have officially selected will appear. If a different major is showing then you are pursuing, contact your Guided Pathways Advisor for assistance.)

Student • Graduation Application

Curriculum Selection

Term

Current Program
 Certificate
 Level Undergraduate Program Business Admin Cert

Current Program
 Associate in Arts
 Level Undergraduate Program CSCU Transfer:Business Studies

3. Choose the ceremony date for your home campus and select your attendance response.

Graduation Date Selection

Current Program
 Certificate

Graduation Ceremony Attendance

Graduation Date *

Will you attend the ceremony?
 Yes
 No
 Undecided

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- Select the name as you wish to have it printed on your diploma. *(Note: Only your first and middle name can be altered. Your last name will remain the same as your legal name on file. The diploma is a ceremonial document—the full legal name will remain on your transcript.)*

The screenshot shows the 'Current Program' section of a graduation application form. At the top, it says 'Current Program' and 'Certificate'. Below this, there is a blue information box with a question mark icon and the text: 'Enter the name to be printed on your diploma. Use "One of your Names" to select or change the name to'. Underneath, there is a 'Name' field with a blue bar. Below that is a dropdown menu labeled 'Select a Name for your Diploma *' with 'Current Name' selected. At the bottom, there are three input fields for 'First Name', 'Middle Name', and 'Last Name', each with a blue bar.

- Carefully review the information in the summary page. Click **BACK** to update or if all the information is correct, click **SUBMIT REQUEST**

The screenshot shows the 'Graduation Application Summary' page. At the top, it says 'Student > Graduation Application' and 'Graduation Application Summary'. The summary is organized into sections: 'Graduation Date' with 'Date' (05/22/2024) and 'Term' (Fall 2023); 'Ceremony' with 'Attend Ceremony' (Yes); 'Diploma Name' with 'First Name', 'Middle Name', and 'Last Name' fields; 'Diploma Mailing Address' with 'Street', 'City', 'State or Province', and 'Zip or Postal Code' fields; and 'Curriculum' with 'Current Program' (Certificate), 'Level' (Undergraduate), and 'Program' (Business Admin Cert). At the bottom, there are 'Back' and 'Submit request' buttons.

- The **ACKNOWLEDGEMENT** page confirms your application was submitted.

Acknowledgement

Dear Graduation Applicant: Thank you for submitting your graduation application for CT State Community College! You have successfully submitted your graduation application. If you plan to receive more than one degree or certificate, please submit a separate application for each one. This is the first step toward graduating from CT State.

Please check your student email frequently for graduation information or other tasks you may need to complete. The Degree Audit team will be in touch regarding the results of your audit. Please reach out to your Guided Pathways advisor with any questions.

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