Undergraduate Application for Graduation
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
Step 1 of 4: Graduation Term

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

Select the application when you expect to meet all graduation requirements at the end of the semester/term.
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>Select</th>
<th>Name Type</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>Preferred</td>
<td>Undergrad Test</td>
</tr>
<tr>
<td>No</td>
<td>Primary</td>
<td>Undergraduate Test</td>
</tr>
</tbody>
</table>

Click on the appropriate name to select it for your diploma.
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>27162 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 $105.00. 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

You currently have no outstanding open items. SDSU does not bill for tuition - if you would like to pay Tuition and Fees, Parking or any other Miscellaneous fee, please select from one of the items below:

Available items:
- Graduation Fee - Graduate: $103.00
- Graduation Fee - Undergraduate: $103.00
- Transcripts: $15.00

Make a payment

View activity details

View statements
Step 4 of 4: Submit

Overview

Undergraduate Test
San Diego State University TRAINING2

Summary

You currently have no outstanding open items. SDSU does not bill for tuition - if you would like to pay Tuition and Fees, Parking from one of the items below.

Available items

- Graduation Fee - Graduate $103.00
- Graduation Fee - Undergraduate $103.00
- Transcripts $15.00

Only select and pay for the undergraduate graduation fee item if you have already reviewed Steps 1 to 4 of the Application for Graduation in my.SDSU. Your Application for Graduation is considered completed and on file with the university when both the application in my.SDSU and graduation service fee are submitted. Visit the Office of the Registrar website for more information about the method and deadline to apply for graduation.
Step 4 of 4: Submit
Step 4 of 4: Submit
Step 4 of 4: Submit
Step 4 of 4: Submit

How would you like to pay?

Payment amount
$103

Payment method
New credit or debit card

Card number

Expiration date

Security code

Zip/Postal code

Click Continue after entering payment information
Step 4 of 4: Submit

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

Verify Graduation Fee – Undergraduate receipt is your SDSUid email account before signing out.

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 fees 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
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Go back to the Application for Graduation Tab

Please review your application for graduation information for accuracy. Click "Previous" to update any information.

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Application for Graduation on File in my.SDSU

[Image of the application form]

- Visit Graduation for information about apply to graduate, degree requirements, diplomas, and commencement.

- Undergraduate (SD)
  - San Diego State University | Undergraduate

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

- Not Eligible for Selection
- Status: Applied for Graduation

[sdsu.edu/applytograduate]