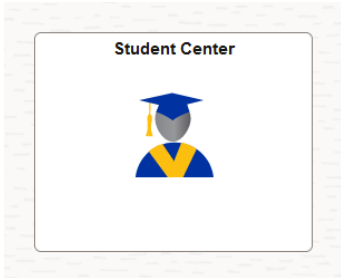


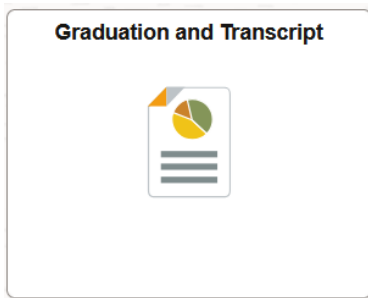


Guide to Apply for Graduation

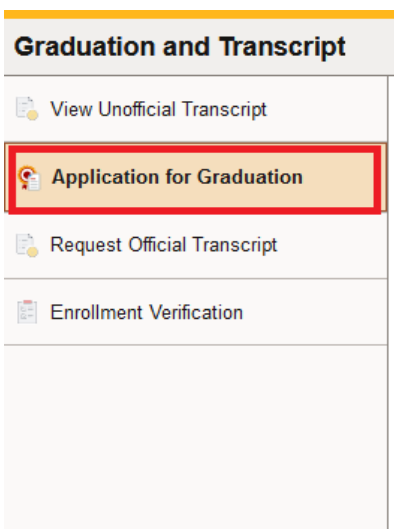
1. Select “Student Center”



2. Select “Graduation and Transcript”



3. Select “Apply for Graduation” from left-hand side menu





- Click on the button next to “Select to Apply” to change to “YES”.

Note: If status is not set to “Eligible to Apply” contact the Registrar Office for assistance by emailing Registrar@ccny.cuny.edu.

Verify that your program information is correct before making a selection and starting your application for graduation. If you have a previously submitted, active application you can also make edits by selecting the program. Contact the Registrar’s Office if you have any questions regarding your program information.

Undergraduate

City College | Undergraduate

Degree	Plan	Sub-Plan
Bachelor of Arts	Managmnt & Admin BA	

Yes Select to Apply
 Status Eligible to Apply

Undergraduate

- Click on “Apply” button at the bottom of the screen.

Sub-Plan

Apply

- Select the term, for this example “Spring 2025” is selected and click “NEXT” to continue.

Next >

Term

College | Undergraduate

*Expected Graduation Term 2025 Spring Term



7. Diploma / Degree Name. Verify that your name is spelled correctly as this will be the name in your diploma. **Middle Names are NOT displayed, check with the Registrar's Office to ensure your middle will be included in your diploma. For any name changes, contact the Registrar's Office by emailing Registrar@ccny.cuny.edu. Official documentation will be required for name changes.** Click on "NEXT" to continue.

< Previous **Next >**

Step 2 of 5: Diploma / Degree Name

Your Primary Name will be used for this Degree.

If you would like to make any changes please contact the Office of the Registrar.

Names	
Name Type	Name
Primary	John Doe

8. Verify your "Home Address". Your physical diploma will be sent to your home address. **For any address changes contact the Registrar's Office by emailing Registrar@ccny.cuny.edu.** Click on "NEXT" to continue.

< Previous **Next >**

Step 3 of 5: Address

Your home address will be used for all mailing related to this application, including your diploma. If you don't wish to use your home address, please contact the Office of the Registrar.

Addresses

Address Type	Address
Home	160 Convent Avenue New York, NY 10031



9. Verify your contact information.

< Previous

Next >

Step 4 of 5: Contact Details

Your preferred contact information will be used for this application.

Email

Type	Email	Preferred
Business	Registrar@ccny.cuny.edu	✓
Campus		
Other		

Phone

Type	Phone	Preferred
Home	212/650-7000	✓

10. Click “Submit” to submit your graduation application.

< Previous

Step 5 of 5: Submit

Submit

Submit the application for graduation to complete the process.

If you would like to make any changes to your degree information, please contact the Office of the Registrar.



11. Click “YES” to submit your application.

Submit the application for graduation to complete the process.

If you would like to make any changes to your degree information, please contact the Office of the Registrar.

Are you sure you want to proceed with the submission?

12. You have successfully applied for graduation. Your status is now changed to “Applied for Graduation”.

▼ Undergraduate

City College | Undergraduate

Degree	Plan
Bachelor of Arts	Managmnt & Admin BA

No [Select to Edit](#)

Status Applied for Graduation

▼ Undergraduate