

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
Fall 2023

Current Program
Certificate
Level Undergraduate Program Business Admin Cert

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

Continue

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 *
Date: 05/22/2024 Term: Fall 2023

Will you attend the ceremony?
 Yes
 No
 Undecided

Back Continue

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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. It is titled 'Current Program' and 'Certificate'. Below the title is a blue information banner that reads: 'Enter the name to be printed on your diploma. Use "One of your Names" to select or change the name to'. Underneath the banner are four input fields: 'Name', 'First Name', 'Middle Name', and 'Last Name'. The 'Name' field is a dropdown menu currently showing 'Current Name'. The other three fields are text boxes.

- 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'. The page is divided into several sections with labels and corresponding data or input fields:

- Graduation Date:** Date (05/22/2024), Term (Fall 2023)
- Ceremony:** Attend Ceremony (Yes)
- Diploma Name:** First Name, Middle Name, Last Name (all with input fields)
- Diploma Mailing Address:** Street, City, State or Province, Zip or Postal Code (all with input fields)
- Curriculum:** Current Program (Certificate), Level (Undergraduate), Program (Business Admin Cert)

At the bottom of the page are two buttons: 'Back' and 'Submit Request'.

- 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.

