# Apply for Graduation Undergraduate Certificates

In Enroll and Pay, go to the Degree Progress/Graduation area – then click on KU Apply for Graduation



You will start with a screen that has your majors listed so you can select what you want to apply to graduate for. You can select just your Undergraduate Certificate Program by clicking on Undergraduate Certificate. You will have to apply for each certificate individually by starting a new application.

	ton at the end of this process. Once you you've finished this process for the
at you have selected. Select an Academ	ic Program
Liberal ArtsSci Undergraduate	Description: Undergraduate
vrts	
PsychologyBA DECL	
SociologyBA	
Applied Behavioral SciMINOR	
Pre-Law	
Undergraduate Certificate	
	Description: Undergraduate
Global Awareness Cert Prog	
	Liberal ArtsSci Undergraduate vrts PsychologyBA DECL SociologyBA Applied Behavioral SciMINOR

Apply for Graduation

When you click on Undergraduate Certificate, you see the screen below. You need to select the term you want to apply to graduate from the drop down. Next click on continue.

### **Apply for Graduation**

#### Jayhawk Student

The academic program listed below was selected to apply for graduation. If this is not correct, return to the previous page and select a different academic program.

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Select a valid term to apply for graduation by selecting a value from the dropdown. Only terms in which you are able to apply for graduation will be displayed.

If the degrees you intend to earn within this academic program/school are not reflected below, you will need to contact your school.

cademic Undergrad ogram:	luate Certificate	Career: Undergrad	duate
Degree: Undergrad	luate Certificate		
Major	Global Awareness	s Cert Prog	Option Apply ?
elect the appropriate to	arm from the list below. It	f no values are found you ar	e net allable to apply for graduation at this
elect the appropriate te me.	erm from the list below. If	f no values are found, you ar	e not eligible to apply for graduation at this
me.	erm from the list below. It		e not eligible to apply for graduation at this Spring

Review your information and make sure it is correct and click on Continue, enter your email address for after graduation and review your diploma name and click on Continue.

### **Apply for Graduation**

#### Jayhawk Student

Each link will open a new window. Once you have followed the various instructions for each link, close the window to continue through the Apply for Graduation process.

*Email test@ku.edu Address:	
Use this link to update your permanent and Jayhawk addresses. Your Jayhawk address will be used to contact you prior to graduation. Your permanent address will be used to contact you after graduation.	Update Addresses
This is your name as it will currently appear on your diploma. You may change the way your name appears on your diploma with the Registrar's Office by using the following link.	
Please note certificates only appear on your transcript and are not printed. Name: Jayhawk R Student	Update Diploma Name

Review your Media and Commencement book options and then submit your application

## **Apply for Graduation**



Select Different Term

Select Different Program

Submit Application

You will received a confirmation at the end that you have submitted your application for graduation.

Apply for Graduation	
Jayhawk Student	
Submit Confirmation	
You have successfully applied for graduation.	Apply for Another Degree
Expected Graduation Term: 2016 Spring	