Apply for Graduation

After signing into the Enroll & Pay system, click on the Enroll and Pay link from Main menu and navigate to Degree Progress/Graduation and click on KU Apply for Graduation.

On the Apply for Graduation page, click the hyperlink next to Academic Program. If there are multiple academic programs listed for a student, the student must go through the application process for graduation separately for each of the academic programs.

Apply for Graduation

Jayhawk Student
Select the academic program in which you wish to apply for graduation by clicking on its description.

This screen allows you to apply for your degree. If you are interested in participating in the Commencement ceremony, please follow this link: http://www.commencement.ku.edu.

Please note that there is a "Submit Application" button at the end of this process. Once you press that button and the confirmation page loads, you've finished this process for the academic program that you have selected.

Select an Academic Program

<table>
<thead>
<tr>
<th>Academic Program:</th>
<th>Liberal Arts Sci Undergraduate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Degree:</td>
<td>Bachelor of Arts</td>
</tr>
<tr>
<td>Major:</td>
<td>SociologyBA</td>
</tr>
<tr>
<td>Description:</td>
<td>Undergraduate</td>
</tr>
</tbody>
</table>

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When there are multiple majors, the student may choose to apply to one major, but drop or defer another major. If the major is dropped then it is removed from the application for degree and the student’s record. If the major is deferred and the student re-enrolls for a future semester, the deferred major will be put back on the student’s record.

Select **Apply** for majors that the student wants to graduate from. Select a graduation term from the drop down list, and click the **Continue** button.
You will be directed to this page, where you will verify the graduating term and academic program. If there is a need to change either one of these, select the appropriate buttons (Select Different Program or Select Different Term) and follow the directions on the page to continue for applying for graduation once again. If all the information on the current page is correct, then click **Continue**.
The next page provides email address, mailing address and name to be placed on the diploma. An email address must be provided (if one is not there) for future communication. This email address will be used to communicate the student after graduation and does not impact the current student email address.

Click the **Update Address** button to edit the existing addresses. Click **Update Diploma Name** to update the name that needs to be on the diploma if it is not correct. The **Update Diploma Name** button opens a new window where the student needs to sign on and complete a name form that will be reviewed and updated by an administrative staff member. The new name will not be displayed immediately because of the manual processing. Close the window to come back to Apply for Graduation process.

If all the information on this page is correct, click **Continue** button.
The next page gives the options to withhold students’ name from certain publications. Please read them carefully and check the boxes if appropriate.

If all the information looks good, click **Submit Application** button. This page confirms successful completion of applying for graduation process.