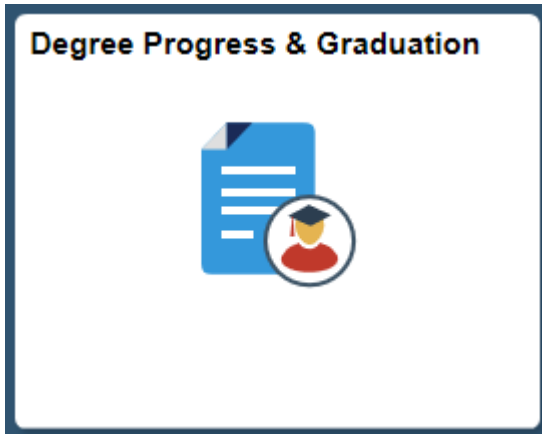# Apply for Graduation

After signing into the Enroll & Pay system, select the Degree Progress & Graduation tile on the Student Homepage.

On the KU Apply for Graduation page, click on the hyperlink next to Academic Program. IF there are multiple academic programs listed for the student, the student must go through the application process for graduation separately for each of the academic programs.
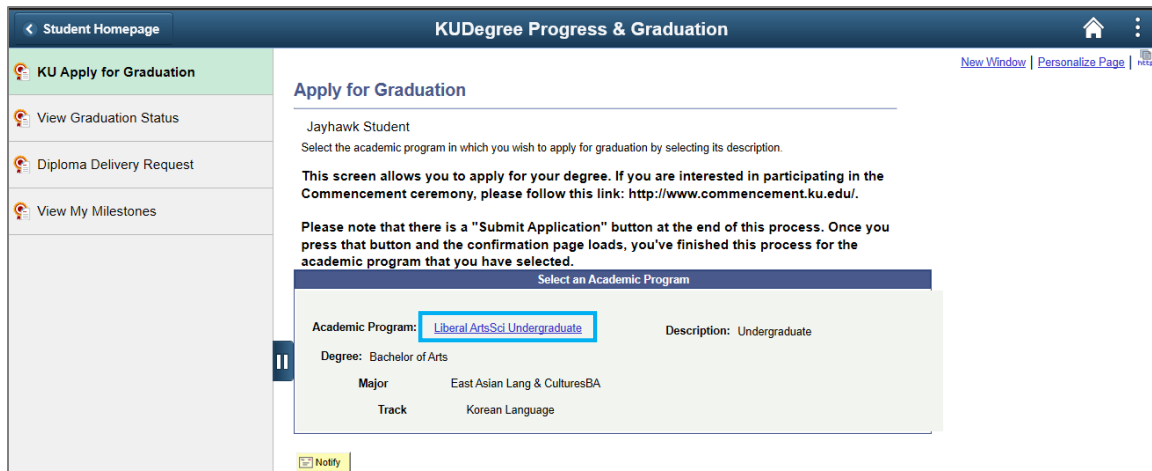
When there are multiple majors, the student may choose to apply to one major, but drop or defer another major. If the major is dropped, it is removed from the application for degree and the student's record. If the major is deferred, and the student re-enrolls for a future semester, the deferred major will be placed 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 on 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 the student an opportunity to change their email address, mailing address and name that will 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.

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.

E-mail

Please provide an e-mail address at which KU and its affiliates can contact you after graduation.

*Email Address: jayhawkstudent@ku.edu

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. — **Update Diploma Name**

Name: Jayhawk Student

[Select Different Program]   [Select Different Term]   [Continue]

By clicking on the Update Address button, a separate tab will appear for you to edit the information. You are able to update the Diploma Name if the name listed on the page is different than the one you'd like on your diploma. This diploma name request will be reviewed and updated by an administrative staff member. The new name will not be displayed immediately due to the manual processing.

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.

Apply for Graduation

Jayhawk Student

If you would prefer that information concerning your graduation NOT be released to the media, please check this box.	☐ **Media Release Hold** **Don't release my information to the media.**
If you would prefer NOT to be listed in the commencement program, please check this box. Note certificates are only displayed on the transcript and are not printed in the commencement program.	☐ **Commencement Book Hold** **Don't list me in the commencement book.**
If you would prefer that people identified as your relatives within our database (e.g. parents, guardians, etc.) NOT receive mailings about graduation, please check this box.	☐ **Commencement Mail Hold** **Don't contact my relatives about graduation.**

When finished press "Submit Application" at the bottom of this page to complete the process.

Select Different Program	Select Different Term	Submit Application

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

Apply for Graduation

Jayhawk Student

Submit Confirmation

You have successfully applied for graduation.

Apply for Another Degree

Expected Graduation Term: 2020 Spring

Please fill out an On-line Diploma Delivery Request to indicate how you want to receive your diploma. If you choose not to complete the request at this time, you may come back into 'Graduation' and select 'Diploma Delivery Request'

Diploma Delivery Request