

## Electronic Graduation Application - Student Instructions

To apply for graduation, visit the Registrar's Office homepage and choose "Apply for Graduation." Use the available options to open the Electronic Graduation Application and to pay the \$25 graduation application fee.

After choosing the electronic graduation application, log into your MYVSU account. When you log into your account, you will be taken to the Main Menu of the application.

From the main menu, choose:

1. Student Action
  - a. Complete Student Section.
  - b. Click on "Enter."
2. Signer Information
  - a. Type your advisor's VSU email address.
  - b. The advisor name associated with the email address will appear.
3. Select "Begin Signing."

When the application opens, please complete the following instructions:

1. Section A
  - a. Your name will appear based upon your records in Banner. You have the option to make corrections or changes by clicking on the appropriate block (Last Name, Suffix, First Name, and/or Middle Name) with your cursor.
  - b. Your Student I. D. Number will be listed automatically.
  - c. Type your Local Address and Zip Code. The city and state will be generated based upon the zip code.
  - d. Diploma Mailing Address
    - i. Indicate if your diploma will be mailed to a location within the United States.
    - ii. The address blocks will appear on the screen and will accommodate a domestic or international address.
    - iii. Indicate your plans to attend commencement.
2. Scroll to the bottom of the screen and complete the electronic signature.
3. Choose "Submit."
4. When the form is submitted, the advisor will receive an email notification with a link to the application.
5. When the form is completed by the advisor and the Registrar's Office, you will receive an email notification at your VSU email account from [noreply@valdosta.edu](mailto:noreply@valdosta.edu). The email will contain a link to the completed form as well as a link to pay the \$25 graduation application fee.

*\*Be sure to pay the \$25 graduation application fee. Failure to pay the fee will delay the conferral of your degree.*