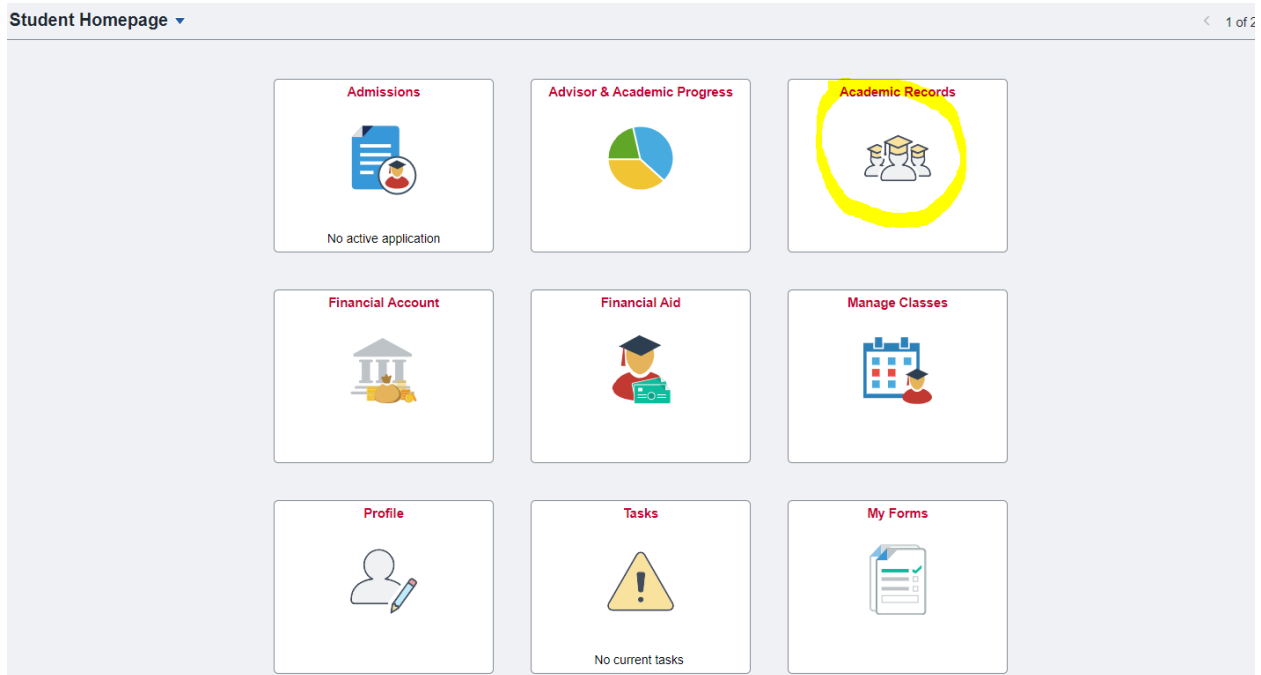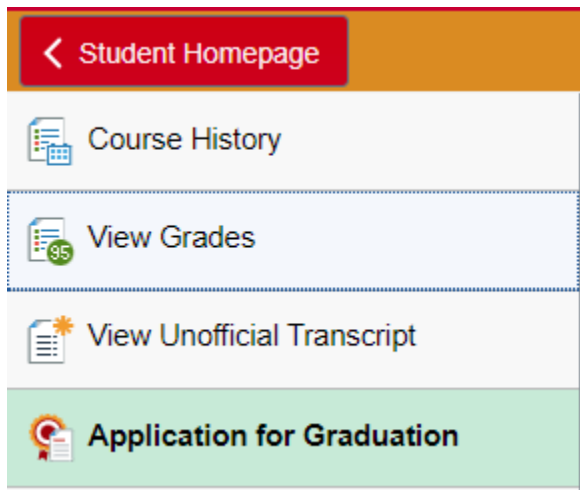# Steps to Apply for Graduation

1. Log in to MyNIU
2. Select the Academic Records tile

3. Select Application for Graduation from the left-hand menu

4. Review your degree program and then click the **Select to Apply** slidebar to 'Yes', then click Apply

| Course History |
| View Grades |
| View Unofficial Transcript |
| **Application for Graduation** |

My Academic Programs

Undergraduate Students:

Verify that your program information is correct before making a selection and starting your application for graduation.

If you are graduating with majors in multiple programs, select both programs and click Apply. You must choose the same graduation term for both programs.

Graduation deadlines: Undergraduate Graduation Application Deadlines. If you are an undergraduate student and would like to change your graduation term, email regrec@niu.edu from your student email address to request the change.

Contact your major college office if you have any questions regarding your program information.

Graduate Students:

Verify that your program information is correct before starting your application for graduation.

If you have previously submitted a graduation application for this degree and need to change your graduation term, use this form:GRGraduationDeferment.

If you are in multiple degree programs, each degree will require a separate graduation application.

Graduation deadlines: Graduate Graduation Deadlines.

Contact your advisor if you have any questions regarding your program information.

▼ **Ugrad Engineering & Eng Tech**

Northern Illinois University | Undergraduate

Degree	Plan	Sub-Plan
Bachelor of Science	Emphasis: Electrical Engineering	

(Yes ◯) Select to Apply

Apply

5. Select or verify the expected graduation term from the drop-down list, then click Next

Undergraduate student view:

Next ➤

| **1** **Graduation Term** Visited |
| **2** Diploma / Degree Name Not Started |
| **3** Address Not Started |
| **4** Contact Details Not Started |
| **5** Submit Not Started |

Step 1 of 5: Graduation Term

Select Graduation Term for   Northern Illinois University | Undergraduate

Ugrad Engineering & Eng Tech   ***Expected Graduation Term** | Fall 2023 ▾ |

Please note that the graduation fee will be directly charged to your student account. If you wish to change your graduation date, you must do so in writing with the Office of Registration and Records. For more information, see the Frequently Asked Questions - Graduation page at https://www.niu.edu/registration-records/graduation/index.shtml

The expected graduation term list includes all terms that are currently available for graduation applications.

Graduate student view:

1 Graduation Term Visited		
2 Diploma / Degree Name Not Started		
3 Address Not Started		
4 Contact Details Not Started		
5 Submit Not Started		

Step 1 of 5: Graduation Term

Select Graduation Term for   Northern Illinois University | Graduate

Graduate Liberal Arts & Scien   *Expected Graduation Term   Fall 2023

The expected graduation term list includes all terms that are currently available for graduation applications.

6. Review and confirm your name; this will always default to primary/legal name. Your name will appear on this page as it will appear on your diploma, the commencement booklet, and graduates lists posted on the NIU website. To add a preferred name, click the +. A message will pop up indicating that you are adding a new name and the current selection will not be used. Dismiss the message by clicking Yes to continue. Click No if you do not wish to add and select a preferred name.

< Previous   Next >

1 Graduation Term Visited		
2 Diploma / Degree Name Visited		
3 Address Not Started		
4 Contact Details Not Started		
5 Submit Not Started		

Step 2 of 5: Diploma / Degree Name

Select one of your existing name types to use for this application. The selected name will be used on your diploma, in the commencement booklet, and in published lists of graduates. If you do not have a preferred name, you may add a preferred name by clicking the + sign.

If you don't select an existing name, your Primary/Legal Name will be used.

Names

Select	Name Type	Name	
Yes	Primary	Test Student One	>
No	Preferred	Test One	>

You are adding a new name but you have an existing name already selected.
Choose Yes to continue the add and discard the previous selection. Select No to cancel this addition and retain the selection.

Yes   No

Step 2 of 5: Diploma / Degree Name

	Graduation Term	
1	Graduation Term	Visited
2	Diploma / Degree Name	Visited
3	Address	Not Started
4	Contact Details	Not Started
5	Submit	Not Started

Select one of your existing name types to use for this application. The selected name will be used on your diploma, in the commencement booklet, and in published lists of graduates. If you do not have a preferred name, you may add a preferred name by clicking the + sign.

If you don't select an existing name, your Primary/Legal Name will be used.

Names

Select	Name Type	Name	
No	Primary	Test Student One	›
Yes	Preferred	Test One	›

7. Select an address to use for any mailed graduation materials, including your diploma.
   - If a local address is preferred, you may add one by clicking the plus sign, selecting Local Address in the pop-up box, entering the address information, and accepting.
   - You may edit an address by selecting it and updating the information in the pop-up box. Click Accept, then click Next to go to the next step

Step 3 of 5: Address

1	Graduation Term	Visited
2	Diploma / Degree Name	Visited
3	Address	Visited
4	Contact Details	Not Started
5	Submit	Not Started

Your permanent address will be used for all mailing related to this application, including your diploma. If you don't wish to use your permanent address, select your local address or click the + sign to add a local address to be used for this application.

Addresses

[+]

Select	Address Type	Address	
Yes	Local (Added)	1234 LocalAddr Ave. TestCity IL 12345	›
No	Permanent	1234 TestStudent Ave TestCity IL 00000	›

8. Verify and/or update your email and phone number that will be used for contact referring to your graduation application.

	Graduation Term
1	Visited

	Diploma / Degree Name
2	Visited

	Address
3	Visited

	Contact Details
4	Visited

	Submit
5	Not Started

Step 4 of 5: Contact Details

Select the contact information that you would like to use for this application.

Email

Select	Type	Email	Preferred	
Yes	Campus	TEST@STUDENTS.NIU.EDU	✓	›
No	Home	Teststudent@gmail.com		›

Phone

+					

Select	Type	Phone	Preferred	
Yes	Mobile	123/456-7980	✓	›
No	Permanent	456/789-0123		›

9. Click Submit to submit your application for graduation, click Yes on the confirmation box to complete the submission

	Graduation Term
1	Visited

	Diploma / Degree Name
2	Visited

	Address
3	Visited

	Contact Details
4	Visited

	Submit
5	Visited

Step 5 of 5: Submit

Submit

Your entry for Application for Graduation is ready.

If you have changes to your graduation application information, you may return to this form and edit it through the application deadline.

If you have already applied for graduation and wish to make edits, you may do so through the application deadline, which can be found here Undergraduate Graduation Application Deadlines. or here Graduate Graduation Deadlines.

Your graduation term cannot be edited in this form.

If you are an undergraduate student and would like to change your graduation term, email regrec@niu.edu from your student email address to request the change.

If you are a graduate student and would like to change your graduation term, use this form: GRGraduationDeferment.

Submit to complete the process.

Are you sure you want to proceed with the submission?

Yes   No

10. After submitting your application for graduation, you may edit the name and contact information until the application deadline.
    - Click the **Select to Edit** slidebar to Yes, then click Edit to make changes.
    - You may not edit the graduation term.
    - If you are an undergraduate student and wish to change your graduation term, please email regrec@niu.edu from your student email. If you are a graduate student and wish to change your graduation term, please submit this form http://go.niu.edu/GRGraduationDeferment.

Success! Your Application for Graduation was successfully submitted.	×

Course History	**My Academic Programs**
View Grades	**Undergraduate Students:**
View Unofficial Transcript	Verify that your program information is correct before making a selection and starting your application for graduation.
Application for Graduation	If you are graduating with majors in multiple programs, select both programs and click Apply. You must choose the same graduation term for both programs.

Graduation deadlines: Undergraduate Graduation Application Deadlines. If you are an undergraduate student and would like to change your graduation term, email regrec@niu.edu from your student email address to request the change.

Contact your major college office if you have any questions regarding your program information.

Graduate Students:

Verify that your program information is correct before starting your application for graduation.

If you have previously submitted a graduation application for this degree and need to change your graduation term, use this form: GRGraduationDeferment.

If you are in multiple degree programs, each degree will require a separate graduation application.

Graduation deadlines: Graduate Graduation Deadlines.

Contact your advisor if you have any questions regarding your program information.

▼ **Ugrad Engineering & Eng Tech**

Northern Illinois University | Undergraduate

Degree	Plan	Sub-Plan
Bachelor of Science	Emphasis: Electrical Engineering	

○ No   Select to Edit   Status   You have applied for graduation.

Edit

▼ **Ugrad Engineering & Eng Tech**

Northern Illinois University | Undergraduate

Degree	Plan	Sub-Plan
Bachelor of Science	Emphasis: Electrical Engineering	

Yes ○   Select to Edit   Status   You have applied for graduation.

Edit