How to Navigate to the Graduation Application

1. Login to my.du.edu and navigate to the student resources page. Under student resources, click on the academic resources page. From here, you can find the ‘apply for graduation’ link located under academic functions. You can also directly search for the application for graduation in the search bar at the top of the page. Searching for ‘apply for graduation’ will bring up the academic resources page directly.

2. Select a term to determine the curriculum for your graduation application. *PLEASE NOTE: THIS TERM SHOULD BE ENTERED AS THE CURRENT ACADEMIC TERM. YOU WILL BE ASKED TO ENTER YOUR GRADUATION TERM ON A LATER SCREEN.* Click submit.
3. Read the information provided on the screen. If your curriculum is available, click on the radio button. If your curriculum is not available, please see the provided instructions or visit your advisor for assistance. Click continue.

4. Enter the future term associated with your graduation date. Click continue.

5. Enter your decision to attend a ceremony. Click continue. If you are applying for a certificate, skip this step.
6. Use the menu to select the name that you would like printed on your diploma. Click continue.

   ![Image of Diploma Name Selection]

   **Select a Name for your Diploma**
   
   * Indicates required field
   
   **One of your Names:**
   
   **First Name:** 
   
   **Middle Name:** 
   
   **Last Name:** 
   
   **Suffix:**

   Click **Continue**

7. If you prefer your diploma name to display special characters you may insert them on this page. Click continue.

   ![Image of Diploma Name Selection with Special Characters]

   **If you prefer your diploma name to display special characters you may insert them on this page.**

   **Click here for Special Character Chart**

   * Indicates required field

   **Name For Diploma:**
   
   **First Name:** Chad
   
   **Middle Name:** Everett
   
   **Last Name:** Saunders

   Click **Continue**

8. Review the information you have entered for the application. Click submit request. Congratulations… You have just applied to graduate!