

Office of the Registrar

How to Apply for Graduation & View Your Application Status in CUNYfirst 9.2

Student Instructions

Students are able to apply for graduation in their final term online via CUNYfirst. If a student has course requirements to complete in the Summer Terms, they should apply during the Summer Graduation Application Period, not the Spring Graduation Application Period.



Office of the Registrar | 250 Bedford Park Boulevard West | Shuster Hall Room 102 | Bronx, NY 10468 Live Chat: <u>https://www.lehman.edu/registrar/index.php</u>

HOW TO APPLY FOR GRADUATION IN CUNYFIRST

1. Log onto <u>CUNYfirst</u> and from your **CUNYfirst Home** Page, click on the "Student Center" tile

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State	Employee Self Service	Stud	ent Center	Campus Solutions Administra	tor
		212		NACAU	1.11

2. Click on the "Graduation" tile



3. Select "**Apply for Graduation**" on the left-hand navigation. Then select the term in which you anticipate completing all of your graduation requirements.

Note: Only those students who are eligible to graduate by the selected term will be able to continue with their graduation application.

	Student Center	Graduation	<u> </u>	:
	Apply for Graduation	Apply for Graduation		
7	View Graduation Status	Select Graduation Term The academic program listed below was selected to apply for graduation. If this is not correct, return to the previous page and select a different academic program. Select a valid term to apply for graduation by selecting a value from the dropdown. Only terms in which you are able to apply for graduation will be displayed. Program: Master of Science Lehman College Graduate Degree: Master of Science Major: Organizational Leadership MS Expected Graduation Term Select Different Program		

4. Once the term has been selected, click on the "Continue" button



5. Click on the "Submit Application" button



6. Once you submit the application, you will receive a Confirmation notification

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View Graduation Status	Apply for Graduation Submit Confirmation				

HOW TO VIEW YOUR GRADUATION APPLICATION STATUS IN CUNYFIRST

1. Click on the "Graduation" tile in your Student Center



2. Click on the "**View Graduation Status**" on the left-hand navigation. Then click on "**View Graduation Status**"

Student Center	Graduation	ŵ	Q	:	\oslash
Apply for Graduation	Courte Enroll My Aradomice				^
View Graduation Status					
	Apply for Graduation Submit an Application for Graduation Select the Apply for Graduation link to proceed with your application. If the link is not visible you may not be eligible for graduation at this time. Please see your Academic Advisor for more information. Program: Master of Science				
	Lehman College Graduate Degree: Master of Science Major: Organizational Leadership MS View Graduation Status				

3. Once you click on "View Graduation Status," your graduation status will be displayed

Student Center	Graduation	<u> </u>
Apply for Graduation		New Window Help Per
View Graduation Status	Search Erroll My Academics	
	Graduation Status	
	Program: Master of Science	
	Degree: Master of Science Status: Applied for Graduation Expected Graduation Term: 2020 Summer Term	
	Student Information	
	Please contact the Office of the Registrar if either the name or address is incorrect	
	Edit Name	
	Edit Address	