

Applying/Reapplying for Graduation

- Fill out the worksheet below with the information you will need to know when applying or reapplying for graduation. Your advisor may help you with this.

Name to be on diploma	_____			
Address where diploma is to be sent	_____			
	Street	City	State	Zip
Term & year you expect to graduate	Fall Sem 20_____	Spring Sem 20_____	Summer Term 20_____	
Catalog year (check with advisor)	_____ Valid EIU e-mail address* _____			
Degree	<small>(B.S. if OPD, CTE, FCS, AET major)</small> <small>(B.S.B. if ACC, BAD, FIN, MAR, MGT, MIS major)</small>			
Major	_____			
Option	_____			
Concentration	_____			
Minor	_____			

* Correspondence will be sent to your EIU e-mail address. Please activate your account and check it frequently.

- Sign on to **PAWS**.
- Click on the **Student** link.
- Click on **Apply for Graduation** to apply or reapply for graduation.
- New Applications (IF you have *not* previously submitted an application):**
 - Before applying, verify your curriculum information on Banner Self Service to make sure that correct catalog year, degree, major, concentration, minor, option, etc. is listed. Please contact your advisor and college certification officer if changes need to be made **prior to applying for graduation**.
 - To apply, click on **New Application**. Be sure to click on **submit application** once when you have finished entering your information. Your student account will be billed for the appropriate application fee.
- Reapplications (IF you have previously submitted an application):**
 - If curriculum changes need to be made, there is no need for you to reapply for graduation. Please contact your advisor and college certification officer so that the changes can be made and a new degree audit can be prepared for you. **You must reapply to make changes to graduation term, diploma name, or diploma address.**
 - To reapply, click on your previous application listed by graduation term (i.e.; Spring 2015). After changes are made on the application, click on **Save Changes**, and the reapplication will be submitted. There is no charge for reapplying.

NOTE: If you are applying for graduation, you can expect to receive notice and instructions to your EIU e-mail address in approximately 2-4 weeks. If changes are made to your catalog year, major, option, concentration, or minor after you have applied for graduation, you can expect an e-mail message within 2 weeks after notifying your certification officer (Mary Hennig). If you are reapplying to change your expected term and year of graduation only, no message will be sent to you.

Deadlines for Applying or Reapplying for Graduation:

For Fall graduation – The 1st Tuesday in November

For Spring graduation – The Wednesday after Spring Break

For Summer graduation – The 2nd Wednesday in July

* There is no commencement ceremony for Summer graduation.