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.

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

**Undergraduate student view:**

**Graduate student view:**
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.
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.

8. Verify and/or update your email and phone number that will be used for contact referring to your graduation application.
9. Click Submit to submit your application for graduation, click Yes on the confirmation box to complete the submission.
10. After submitting your application for graduation, you may edit the name and contact information until the application deadline.

- Click the Select to Edit sidebar 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.