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.

6. Review and confirm your name; this will always default to primary/legal name. A preferred name must be added through the Profile tile before starting the graduation application process.
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 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 slidebar to Yes, then click Edit to make changes.
   - You may not edit the graduation term.
   - To change your graduation term, email regrec@niu.edu from your student email.
My Academic Programs

Verify that your program information is correct before making a selection and starting your application for graduation. If you have a previously submitted, active application you can also make edits by selecting the program.

Contact the Registrar's Office if you have any questions regarding your program information.

Ugrad Liberal Arts

<table>
<thead>
<tr>
<th>Degree</th>
<th>Plan</th>
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<tbody>
<tr>
<td>Bachelor of Arts</td>
<td>Psychology - B.A.</td>
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Yes Select to Edit  Status: You have applied for graduation.

[Edit]