



## How to Complete a Graduation Application

1. Log into [myCTState.edu](https://myCTState.edu) and locate the **Student Self Service** card (shown highlighted below)

### Student Self-Service

[Access Your Student Profile](#)  
[Review Required Action Items](#)  
[Access Registration Dashboard](#)  
[Browse Classes](#)  
[Browse Course Catalog](#)  
[View Account Summary](#)  
[Degree Works](#)  
[Apply for Graduation](#)  
[View Graduation Application](#)

2. Select the degree or certificate program you are applying to graduate from.  
*(Note: Only programs you have officially selected will appear. If a different major is showing then you are pursuing, contact your Guided Pathways Advisor for assistance.)*

Student • Graduation Application

### Curriculum Selection

Term  
Fall 2023

☐ Current Program  
Certificate  
Level Undergraduate  
Program Business Admin Cert

☐ Current Program  
Associate in Arts  
Level Undergraduate  
Program CSCU Transfer: Business Studies

Continue

3. Choose the ceremony date for your home campus and select your attendance response.

### Graduation Date Selection

Current Program  
Certificate

### Graduation Ceremony Attendance

Graduation Date \*  
Date: 05/22/2024 Term: Fall 2023

Will you attend the ceremony?  
☒ Yes  
☐ No  
☐ Undecided

Back Continue

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4. Select the name as you wish to have it printed on your diploma. *(Note: Only your first and middle name can be altered. Your last name will remain the same as your legal name on file. The diploma is a ceremonial document—the full legal name will remain on your transcript.)*

The screenshot shows the 'Current Program' section of the application. It includes a 'Certificate' dropdown menu. Below this is a blue instruction bar: 'Enter the name to be printed on your diploma. Use "One of your Names" to select or change the name to'. There are four text input fields: 'Name', 'First Name', 'Middle Name', and 'Last Name'. A dropdown menu labeled 'Select a Name for your Diploma \*' is positioned above the 'Current Name' field, which contains the text 'Current Name'.

5. Carefully review the information in the summary page. Click BACK to update or if all the information is correct, click SUBMIT REQUEST

The screenshot displays the 'Graduation Application Summary' page. It features a breadcrumb trail 'Student > Graduation Application'. The summary is organized into several sections: 'Graduation Date' (Date: 05/22/2024, Term: Fall 2023), 'Ceremony' (Attend Ceremony: Yes), 'Diploma Name' (First Name, Middle Name, Last Name), 'Diploma Mailing Address' (Street, City, State or Province, Zip or Postal Code), and 'Curriculum' (Current Program: Certificate, Level: Undergraduate, Program: Business Admin Cert). At the bottom, there are two buttons: 'Back' and 'Submit Request'.

6. The ACKNOWLEDGEMENT page confirms your application was submitted.

### Acknowledgement

Dear Graduation Applicant: Thank you for submitting your graduation application for CT State Community College! You have successfully submitted your graduation application. If you plan to receive more than one degree or certificate, please submit a separate application for each one. This is the first step toward graduating from CT State.

Please check your student email frequently for graduation information or other tasks you may need to complete. The Degree Audit team will be in touch regarding the results of your audit. Please reach out to your Guided Pathways advisor with any questions.

@ [redacted]