How to apply for graduation:

1. Log into SageAdvisor. You will come to the Welcome page as shown below.

2. Under Academic Profile, select "Apply for Graduation."

3. You will be directed to the Graduation Application page.

4. You should only see your Program of Study. If you meet the eligibility criteria, the “Apply” button is available for you. *If the “Apply” button is not available, please email: DegreeClearance@sage.edu to determine if you are ready to graduate for the current cycle.

5. You will now enter the Graduation Application. ACCURATELY enter your information. PLEASE NOTE: the way you enter your “Preferred Name on Diploma” is exactly how it will appear on your diploma; include upper- and lower-case letters, all hyphens, and spacing. If you have any special characters or accent marks, please email DegreeClearance@sage.edu with exactly how your name should appear.

   - Full Name: Jane Doe
   - Program of Study: Psychology
   - Graduation Term: Please Select Graduation Term
   - Preferred Name on Diploma: Jane Marie Doe
   - Phonetic Spelling: The phonetic spelling of your name is optional, but helpful you plan to attend the graduation ceremony for how your name is pronounced.

   Chose the current Graduation Term from drop down box
   Enter you name EXACTLY as you would like your name to appear on your diploma. How you spell it here is how it will be PRINTED ON YOUR DIPLOMA

The phone spelling of your name is optional, but helpful you plan to attend the graduation ceremony for how your name is pronounced.
PLEASE NOTE: THERE IS ONLY ONE GRADUATION CEREMONY THAT IS HELD IN MAY. All August and December graduates are encouraged to join in the celebration in May. These students will receive an email invitation from Student Life to participate in February.

We are now offering the option for students to pick up their diploma once they have arrived. A time frame and location will be organized and announced. Our office will confirm your delivery type before diplomas are sent.

Slide the bar to the right if you wish to participate in the May Ceremony, the blue background shows.

Slide the bar to the right if you wish to pick up your diploma.

Slide to the left if you wish to have your diploma mailed. The following box will appear:

This is the address on file for you. If you wish to have your diploma mailed to this address 4-6 weeks after the graduation date, keep this address highlighted.

If you wish to have it shipped to a different address, click this button. A new set of fields open to enter the new address.

If you would like this new address to replace the current one in the system, check this box and your address will be updated.

When you have entered everything in, hit the SUBMIT button.
Payment of Application Fee

Your next step to complete the application process is to make your payment of the $95.00 filing fee. This fee is required of all graduates regardless of whether or not you plan to participate in the May Commencement Ceremony.

1. Log into SageAdvisor, under Financial Information, select “Student Accounts Payment Center.”

2. From the drop down box, select “Graduation Application Fee” and proceed with your payment.

Please note, if you have not made your payment by the payment due date, your application will be REMOVED and you will have to wait until the next graduation cycle to have your degree conferred.

All questions may be directed to DegreeClearance@sage.edu