How to apply for graduation:

1. From the Passport.Sage.edu landing page, log into Self Service located on the left side of the screen:

2. Once you are in Self Service, select Graduation Overview, from there you will be directed to the Graduation Application page.

3. You should see your Program of Study listed. If you think your program is wrong please notify DegreeClearance@sage.edu immediately. 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.
4. 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 lowercase 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.

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.

- Choose 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 phonetic spelling of your name is optional, but helpful you plan to attend the graduation ceremony for how your name is pronounced.
- Slide the bar to the right if you wish to participate in the May Ceremony, the blue background shows. Slide to the left if you do not wish to participate
- 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
- When you have entered everything in, hit the SUBMIT button
- If you would like this new address to replace the current one in the system, check this box and your address will be update.
Graduation Application Payment Instructions

1. From Self Service, select ‘Student Finance’

2. This will bring you to a new screen. Select ‘Continue to Payment Center’
3. Once on the Student Accounts Payment Center select ‘Make Payment’ which is located on the navigation bar on your Student Accounts Payment Center.

![Screenshot A](image)

If you have a scheduled payment/payment plan, a pop-up notice will come that starts with 'Please note...' and you can click 'ok'.

![Screenshot B](image)

4. Click on the down arrow next to ‘Select Account’ and click ‘Graduation Application Fee $95.00’ > 'Select'. You should then be able to see your charge of $95.00 [see screenshot B or C]. Select ‘Pay by term' and enter 95 in the blank box and continue You should now be able to enter your payment.

*If you have a payment plan* Click on the down arrow and click ‘Graduation Application Fee $95.00’ > 'Select' > click on ‘Charges not included in the plan' and enter $95 in the blank box and select continue. You should now be able to enter your payment. [see screenshot C]

**Screenshot A:**

![Screenshot A](image)