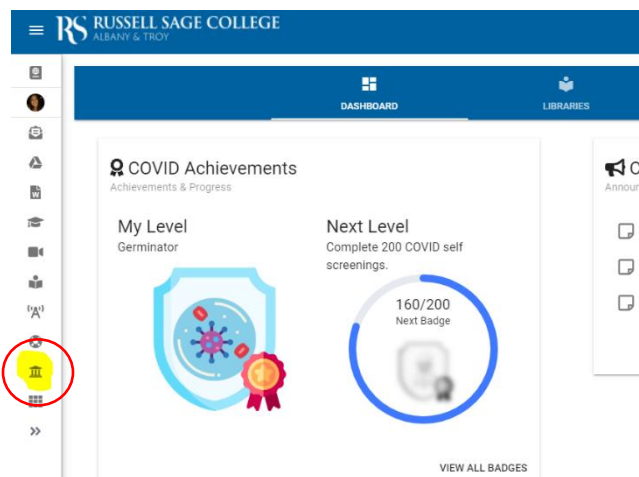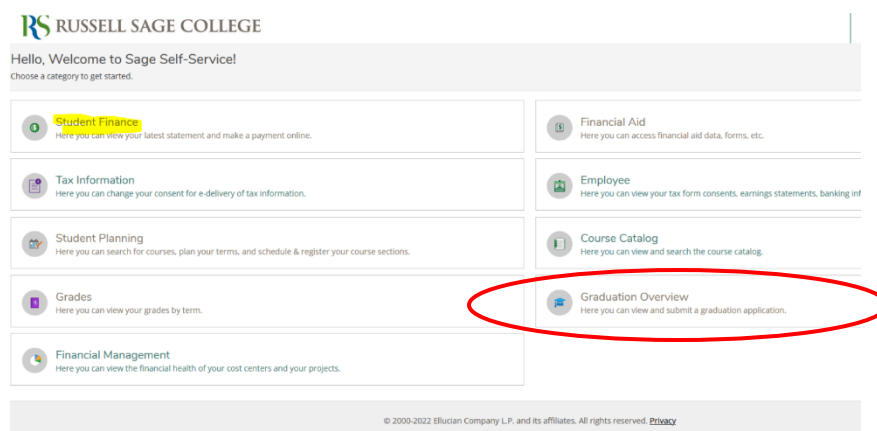# How to apply for graduation:

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 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.

Name and Hometown

Chose the current Graduation Term from drop down box

Full Name

Jane Doe

Graduation Term *

Please Select Graduation Term

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

Preferred Name on Diploma *

Jane Marie Doe

Phonetic Spelling   More Info

The phonetic spelling of your name is optional, but helpful you plan to attend the graduation ceremony for how your name is pronounced.

Program of Study

Psychology

Diploma

Bachelor of Science

Major

Psychology

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.

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

Commencement Details

Will you attend commencement?

Diploma Mailing Address
Ship to preferred mailing address

123 Happy Place
Troy, NY 12180

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

Ship to a new address

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

Cancel   Submit

When you have entered everything in, hit the SUBMIT button

Ship to a new address

Outside US/Canada

Address Line 1 *

Address Line 1

Address Line 2

Address Line 2

City *

City

State/Province *

Please choose a state/province

ZIP/Postal Code *

ZIP/Postal Code

Request this be my new address going forward

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