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.

**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.