mySFA Application to Graduate
For the 5-Year Masters of Professional Accountancy Program

Start here: https://www.sfasu.edu/registrar/graduation/applying

Unlike other students, 5-Year MPAC students will **Apply to Graduate TWICE**, once for the BBA and once for the MPAC. You MUST DO BOTH and **IN THAT ORDER**!

1. In Step One find both the Apply via mySFA Instructions and Email Instructions. Visit the Dates and Details link at the top of that page to see the timeline for your graduation class. You may access the application from there as well.

   ![Dates and Details](image)

2. Click on the appropriate semester. Find today’s date in the chart, and click the appropriate Apply button.

3. If you clicked Apply Late via Email, you will be returned to Step One on the Applying to Graduate page. STOP these instructions and follow the Email Application Instructions, as additional approvals will be necessary.

4. To apply via mySFA, select the current term (NOT your graduation term) then “Submit.”

5. Select Bachelor of Business Admin.

   ![Current Term Selection](image)

   **STOP!** Both programs should say Professional Accountancy, Accounting. If your programs do not look like the snapshot above, you must contact your advisor, before you apply for graduation.

   Also, you **must** apply for the Bachelor’s Degree before applying for the Master’s degree. Doing otherwise will delay your degree audit.

6. Select your Graduation Date then “Continue.”

7. Select Ceremony Attendance then “Continue.” (* Any “Undecided” is viewed as “Yes”.)

8. Select a Diploma Name. (* Only middle names may be edited.) Click “Continue.”

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9. Select a diploma mailing address then “Continue.” Confirm the address and Continue.

10. Review your Graduation Application Summary and click “Submit Request”. (There may be a delay. Click it only once.)

11. Please read the Graduation Application Acceptance Page. This is your confirmation.

12. This completes your application for your Bachelor’s Degree. Repeat steps 1-4 to begin the application for your Master’s Degree.

13. At Step 5, select the Masters of Professional Accountancy program, then “Continue.”

14. Continue with Steps 6-12.

Congratulations! You have applied for graduation for both your Bachelor’s and Master’s Degrees!!

What’s Next?

1. Bookmark https://www.sfasu.edu/graduation to find most of your questions answered. Order your graduation regalia and watch those deadlines!

2. Complete the one question survey on mySFA Home -> SSB -> Personal Information Tab.

3. If you would like an “I have applied to graduate” card, please visit the Transcript Office in the Rusk Building, 2nd floor. If you are an online student, please email a request to graduation@sfasu.edu with your mailing address, and we will mail one to you.

4. Lastly, if things change, email graduation@sfasu.edu with your campus ID number!