

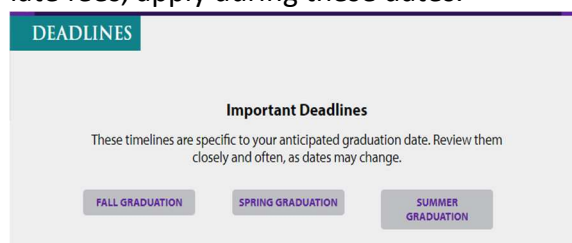
mySFA Application to Graduate

For the 5-Year Masters of Professional Accountancy Program

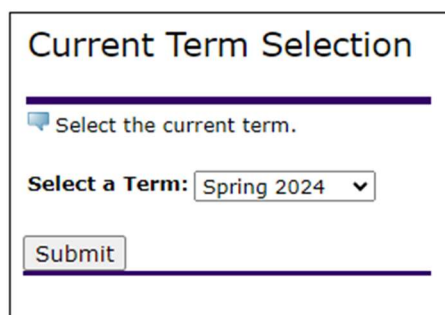
Start here: sfasu.edu/graduation

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!**

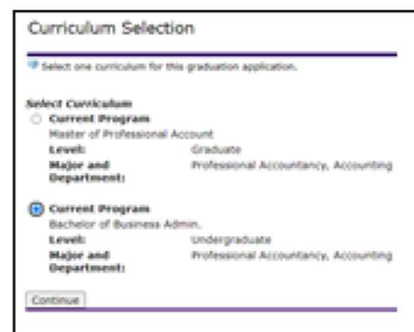
1. Click the appropriate [Important Deadlines](#) link to see the timeline for your expected graduation date. Application dates can be found at the top of each timeline. To avoid late fees, apply during these dates.



2. In your timeline, click the appropriate Apply button.
3. **If you are unable to apply online**, additional approvals may be necessary. Click Apply Late via Email. You will be redirected to the Email Application instructions. Complete steps 1-5 there instead of continuing with these instructions.
4. To apply via mySFA, select the **current term** (**NOT your graduation term**) then "Submit."



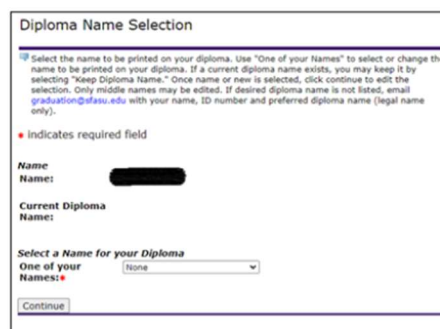
5. Select **Bachelor of Business Admin.**



**** 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."



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.” Curriculum Selection

Select one curriculum for this graduation application.

Select Curriculum

☒ **Current Program**
Master of Professional Account
Level: Graduate
Major and Department: Professional Accountancy, Accounting

☐ **Current Program**
Bachelor of Business Admin.
Level: Undergraduate
Major and Department: Professional Accountancy, Accounting

[Continue](#)

14. Continue with Steps 6-11 to complete the application for the Master's degree.

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

What's Next?

1. Bookmark our Graduation webpages, <https://www.sfasu.edu/graduation>. Here you will 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.

