mySFA Application to Graduate

Start here: [https://www.sfasu.edu/registrar/graduation/applying](https://www.sfasu.edu/registrar/graduation/applying)

1. In Step One, you will 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.

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 there, as additional approvals will be necessary.

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

5. Choose the Curriculum, then, “Continue.”
   * (5-Year MPAC students should use the 5-Year MPAC instructions, not these!)

Verify your program. Select your Graduation Date then click “Continue.”

6. Select Ceremony Attendance then “Continue.”
   * Any “Undecided” is viewed as “Yes”.

7. Select a Diploma Name. (* Only middle names may be edited. If you have a special character in your name, read the instructions carefully.) Click “Continue.”

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8. Select a mailing address for your diploma then “Continue.”

9. Review the address, and click “Continue.”

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

11. Please read the Application Acceptance Page and save or print it for your records.

Congratulations!
You have applied for graduation!

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 tab -> Self-Service Banner (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 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!

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