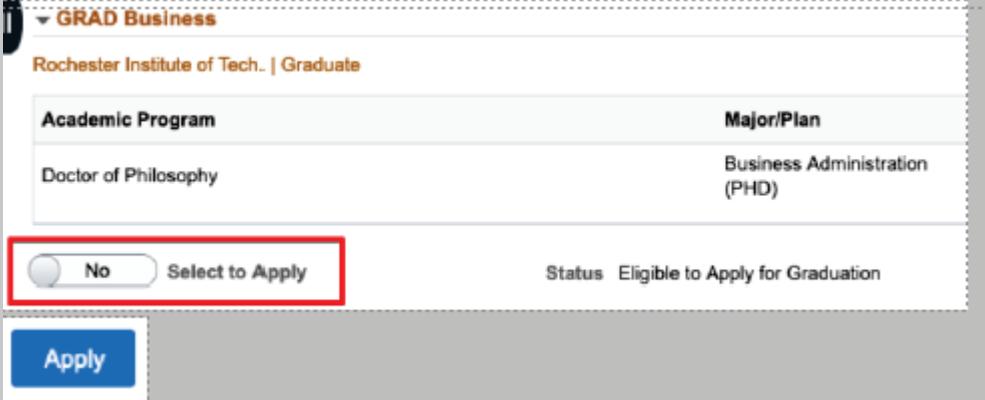


Applying for Graduation

Once you have been notified through email that you are Eligible to Apply, you will be able to apply for graduation within SIS.

The Application for Graduation must be submitted before April 1st of the year you plan to walk in order to be included in the commencement book and ceremony. For more information on Commencement, please visit: <https://www.rit.edu/academicaffairs/commencement/>

| | |
|---|--|
| 1 | Log in to SIS http://sis.rit.edu |
| 2 | Click on  |
| 3 | Click on  in the left navigation bar |
| 4 | Click on  underneath the Graduation Folder |
| 5 | Click the slider button next to your program information. If you have more than one active program, you will need to apply for each individually. If you are not eligible to apply for that program, you will see Not Eligible next to the slider. Alternatively, if you have already applied you will Select Expected Graduation under the Graduation Folder.  |

6 Select the term you wish to apply for. Pay close attention to the graduation instructions below as it will indicate the **Anticipated Graduation Date**

Step 1 of 4: Graduation Term

Select Graduation Term for Rochester Institute of Tech. | Undergraduate

UGRD Non-Degree

*Expected Graduation Term

By applying for graduation for [REDACTED], your ANTICIPATED GRADUATION DATE is [REDACTED]. Your application for graduation prompts the university to verify that all of your degree requirements are complete (including co-op, internships, capstone projects, etc.). If the term you expect to complete your degree requirements does not appear in the drop down menu, it is not yet available for applications. As terms become available you will receive an email communication prompting you to apply. If you plan to graduate this term and online applications are no longer available, see your academic advisor for assistance.

Next >

7 Click the **Next >** button

8 To Review Diploma/Degree Name

Step 2 of 5: Diploma / Degree Name

| Name Type | Name |
|-----------|---------|
| Select | Diploma |

Names

Yes

Next >

9 Click the **>** button

10 To Edit Name Diploma/Degree Name
Click the + sign under Names

Names

+

Edit Name

Type: Diploma

*Name Format: English

Prefix:

*First Name: Sam

Middle Name:

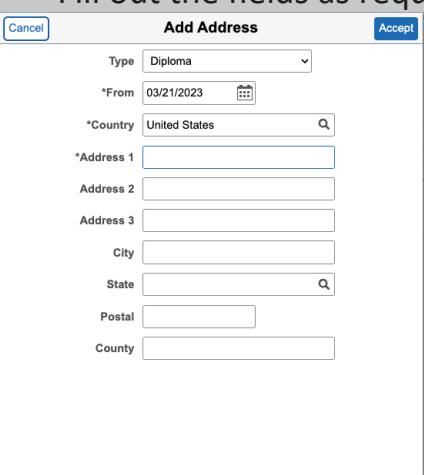
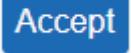
*Last Name: Student

Suffix:

Cancel Accept

Fill in your name and accept

11 Click on **Accept** button

| | |
|----|---|
| 12 | Click on  button on the top right corner |
| 13 | To add a mailing address for your diploma Click the + under Addresses  Fill out the fields as required  |
| 14 | Click on  button |
| 15 | Click on  button on the top right corner |
| 16 | Click on  button |