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.
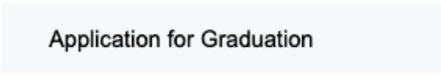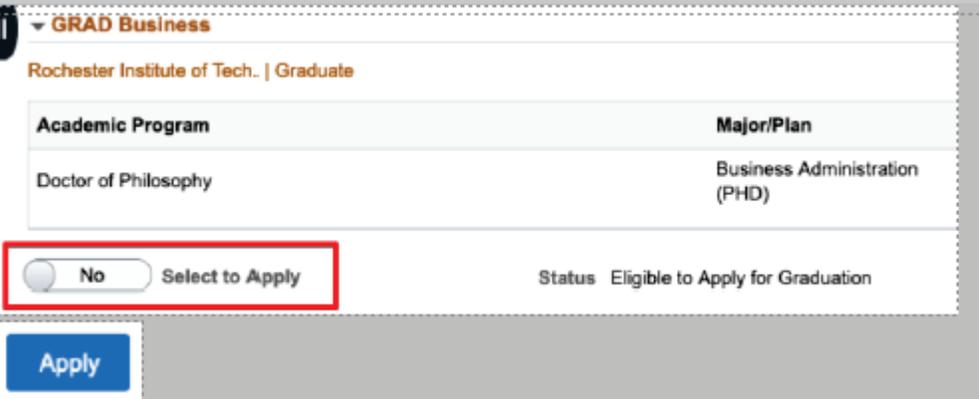
6	Select the term you wish to apply for. Pay close attention to the graduation instructions below as it will indicate the **Anticipated Graduation Date** Next › **Step 1 of 4: Graduation Term** Select Graduation Term for Rochester Institute of Tech. | Undergraduate UGRD Non-Degree *Expected Graduation Term 2022-23 Spring ▾ By applying for graduation for 2022-23 Spring, your ANTICIPATED GRADUATION DATE is May 2023. 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.
7	Click the **Next ›** button
8	To Review Diploma/Degree Name **Step 2 of 5: Diploma / Degree Name** **Names** 	Select	Name Type	Name	 	Yes ⬤	Diploma	▭▭▭▭	›
9	Click the **›** button

10	To Edit Name Diploma/Degree Name
	
	   Click the + sign under Names
	
	 Names
	
	 [+]
	
	   Fill in your name and accept
	
	 Cancel **Edit Name** Accept
	 Type Diploma
	 *Name Format English ▾
	 Prefix ▾
	 *First Name Sam
	 Middle Name
	 *Last Name Student
	 Suffix ▾

11	Click on **Accept** button
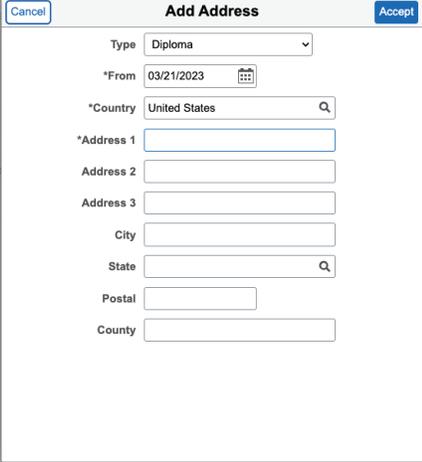
12	Click on **Next >** button on the top right corner
13	To add a mailing address for your diploma 　　Click the + under Addresses **Addresses** 　+ 　　Fill out the fields as required Cancel　　**Add Address**　　Accept Type　Diploma *From　03/21/2023 *Country　United States *Address 1 Address 2 Address 3 City State Postal County
14	Click on **Accept** button
15	Click on **Next >** button on the top right corner
16	Click on **Submit** button