The Application to Graduate for 2016 is now open. In order for me to be able to officially clear you to graduate you must first apply to graduate. For international students, please remember that the OPT application process is a separate process that does not inform us that you are graduating. Therefore, if you are applying for OPT you must go through that process as well as apply to graduate through your MyNEU account.

There are three graduation dates in 2016: January, May, and August. If you are finishing your program in the Fall 2015 term your graduation date will be January 8, 2016. If you are waiting to see if you get a co-op offer and are not sure if you are graduating in May or August please wait to apply to graduate until you are certain when you will finish. Once you apply to graduate you cannot change your application yourself and must email me and I have to request that the Registrar’s Office update your date. It’s much easier for both of us to try to get it right the first time! Those of you looking for co-op for the Spring term should know either way by the time classes start in January. Please apply to graduate then.

If you are graduating in January, May, or August 2016 the only graduation ceremony you are eligible for is the May 2016 ceremony. There is both a university and college ceremony. This form registers you for the university ceremony (if you want to attend). More details about the college ceremony will be announced closer to May.

Please see the instructions below for a demonstration on how to apply to graduate:

1. On the Self-Service tab of your MyNEU page, scroll down to the bottom left. Apply to Graduate is the first link in the Commencement box.

   ![Commencement](image)

   **Apply to Graduate**
   Completion of this registration form is required if you are graduating in the current academic year.

   **View Application to Graduate**
   If you have completed your Apply to Graduate form, review it here.

   **NU Commencement Website**
   Review important deadlines, ceremony details, event information and more!

2. This is the first screen, where you will select your program. Those of you have participated in a certificate program while at NEU will see both your certificate and graduate program listed. You will need to apply for both, but make sure you start with your certificate or the application will
not allow you to do both. If you get an error message on this page it means that your “Expected Graduation Date” in the system is incorrect. Please email me and I can correct it for you.

3. The next screen is where you pick your graduation date. Please choose January, May, or August.
4. Please indicate on this screen if you will attend the graduation ceremony in May 2016 or not. **Please note: the May 2016 is the only graduation ceremony you are eligible for.** Your gown size is based on your height and the type of gown is “Master” or “Master Extra Wide”.
5. On this screen you can select your name as you want it to appear on your diploma. If “FNU” is appearing in your name this means “First Name Unknown”. You should enter the correct name for your diploma on this screen and visit the Registrar’s website to officially correct your name in the system.

6. On the next screen you can choose whether to include your middle name on your diploma or not.
7. Select the address you want your diploma mailed to. Diplomas arrive about 2 months after the graduation date. Make sure you select an address you will still be living at at that time. If you aren’t sure where you will be living you can select your permanent address or enter a friend’s address instead.

8. Enter your cell phone number and post-graduation employer information. Entering your employer information is optional.
9. On this screen first enter the phonetic spelling of your name in the top box. This is what the speaker at commencement will read out loud so please take time to make sure it is accurate. Do not fill out the bottom of the screen- that section is for doctoral candidates only.
10. The last screen is a summary of all the information you entered. Double check to make sure it is correct and click submit. You have now applied to graduate! If you are applying for both a certificate and Master’s program you will have to exit this screen and click on “Apply to Graduate” from your MyNEU account to take you back to the home screen to complete the Master’s application.