

# Step-by-Step Guide for Applying to Graduate Using CUNYfirst

All graduate students must apply for graduation via their [CUNYfirst account](#). Please note, this guide uses both textual and visual examples with alt text. If you need further accessibility accommodations please contact your [program administrative advisor](#) for one-on-one support.

## Step 1

Log into [CUNYfirst](#) and select the “Student Center” navigation tile.

The screenshot shows the CUNYfirst Home page. At the top, there is a blue header with the HUNTER logo and navigation icons. Below the header is a search bar and a "CUNYfirst Home" dropdown menu. The main content area features several tiles: "Employee Self Service", "Student Center" (highlighted with a red border), a "Calculate Your Cost to Attend CUNY" banner, "Hunter Announcements", "CUNY Holiday Schedule", "CUNYfirst Maintenance", "Apply To CUNY", "CUNY Alert", and "NYS Voter Registration Form".

**HUNTER** | The City University of New York

Menu Search in Menu

CUNYfirst Home

1 of 3

**Employee Self Service**

**Student Center**

**Calculate Your Cost to Attend CUNY**  
[cuny.edu/calculator](https://cuny.edu/calculator)

**Hunter Announcements**

Outlook email accounts for faculty and staff have been upgraded to Microsoft 365.  
Click to view Action required to access your Hunter email.

**CUNY Holiday Schedule**

Wednesday, 10/2/2024	No Classes
Thursday, 10/3/2024	No Classes
Friday, 10/4/2024	No Classes
Friday, 10/11/2024	No Classes
Saturday, 10/12/2024	No Classes
Monday, 10/14/2024	College Closed - No Classes
Monday, 10/14/2024	Columbus Day

**CUNYfirst Maintenance**

September 21 Monthly Maintenance. CUNYfirst will be unavailable for up to 24 hours.  
October Monthly Maintenance. Deferred and combined with November Monthly Maintenance.  
November 16 Monthly Maintenance. CUNYfirst will

**Apply To CUNY**

**CUNY Alert**

**NYS Voter Registration Form**

## Step 2

Select the "Graduation" navigation tile.

The image shows a screenshot of the Hunter College Student Center dashboard. The top navigation bar is blue and contains the Hunter College logo, a search bar, and navigation icons. Below the navigation bar is a "Student Center" dropdown menu. The main content area is a grid of navigation tiles. The "Graduation" tile, located in the bottom-left corner, is highlighted with a red border. It features a document icon with a pie chart and the text "Graduation". Other tiles include "Complete the FAFSA Form", "Profile", "Tasks and Holds", "Schedule Builder", "Course Planning and Enrollment", "Academic Records", "CUNY Direct Deposit", "Financial Account", "Financial Aid", "Transcript and Verification", "Apply To CUNY", "Student Tools", and "DegreeWorks and FACTS".

**HUNTER**  
The City University of New York

Menu Search in Menu

Student Center < 3 of 3 >

**Complete the FAFSA Form**  
Federal Student Aid  
AN OFFICE OF THE U.S. DEPARTMENT OF EDUCATION

**Profile**

**Tasks and Holds**

**Schedule Builder**

**Course Planning and Enrollment**

**Academic Records**

**CUNY Direct Deposit**

**Financial Account**

**Financial Aid**

**Graduation**

**Transcript and Verification**

**Apply To CUNY**

**Student Tools**

**DegreeWorks and FACTS**

### Step 3

Upon verifying your program information, select “Yes” which is located next to “Select to Apply”. Then select the “Apply” button.

← | 🕒 | ❤️ | 🔍 Search in Menu | 🏠 | ⋮

## Graduation

### My Academic Programs

Verify that your program information is correct before making a selection and starting your application for graduation. If you have a previously submitted, active application you can also make edits by selecting the program.

Contact the Registrar's Office if you have any questions regarding your program information.

▼ Master of Science in Education

Hunter College | Graduate

Degree	Plan	Sub-Plan
<input type="text"/>	<input type="text"/>	
<input checked="" type="radio"/> Yes <input type="radio"/> Select to Apply	Status Eligible to Apply	<input type="button" value="Apply"/> <input type="button" value="Action"/>

## Step 4

Select your expected graduation term, for example “2024 Fall Term”. Then select the “Next” button.

✕ Exit

### Application for Graduation

Next >

**1** Graduation Term  
Visited

**2** Diploma / Degree Name  
Not Started

**3** Address  
Not Started

**4** Contact Details  
Not Started

**5** Submit  
Not Started

### Step 1 of 5: Graduation Term

Select Graduation Term for [Hunter College | Graduate](#)

Master of Science in Education

**\*Expected Graduation Term** 2024 Fall Term ▾

If you are completing your final course(s) OR completing your final project (thesis) at the END of the FALL 2024 semester or WINTER 2025 session, please submit your graduation application by OCTOBER 15, 2024. If you anticipate being a WINTER 2025 graduate, select Fall 2024 from the graduation drop down list and then contact Degree Audit (degree.audit@hunter.cuny.edu) to ensure you receive Winter 2025 registration date/time. Students who submit applications and are not eligible to graduate by the end of the Fall 2024 semester or WINTER 2025 session, will automatically have their applications denied by the Office of the Registrar. Kindly note, if you are required to enroll for a spring class to fulfill degree requirements or are completing other degree requirements during the spring, do not apply for Fall 2024/Winter 2025 graduation but for SPRING 2025 graduation as of OCTOBER 16, 2024. Thank you.

**The expected graduation term list includes all terms that are currently available for graduation applications.**

## Step 5

The Diploma/Degree Name page of the Graduation Application may not allow you to toggle any buttons or make any selections for another name. Do not let this keep you from moving forward and submitting your application to graduate. To continue, select the “next” button.

Please note that the name listed on CUNYfirst as your Primary Name will be used for the diploma. If your primary name is incorrect, first submit your application to graduate, then visit the [Changing Your Primary Name page](#) to make any changes.

Application for Graduation

< Previous   Next >

1 Graduation Term  
Visited

2 Diploma / Degree Name  
Visited

3 Address  
Not Started

4 Contact Details  
Not Started

5 Submit  
Not Started

### Step 2 of 5: Diploma / Degree Name

You can provide a Degree name or select one of your existing name types to use for this application.


If you don't add a Degree name or select an existing name, your Primary Name will be used.

#### Names

Select	Name Type	Name
<input type="checkbox"/> No	Primary	<input type="text"/>
<input type="checkbox"/> No	Preferred	<input type="text"/>

#### Attachment

Next




## Step 6

The Address page of the Graduation Application may not allow you to toggle any buttons or make any selections. Do not let this keep you from moving forward and submitting your application to graduate. To continue, select the “next” button.

Please note your home address will be the default address used for mailing your diploma. If you wish to change any of the listed addresses in your Student Center Profile, please do so after submitting your application to graduate.

### Application for Graduation

[Next >](#)

- 1 Graduation Term**  
Visited
- 2 Diploma / Degree Name**  
Visited
- 3 Address**  
Visited
- 4 Contact Details**  
Not Started
- 5 Submit**  
Not Started

Your home address will be used for all mailing related to this application, including your diploma. If you don't wish to use your home address, select an alternative address from the addresses displayed here or add a new address type to be used for this application.

#### Addresses

Select	Address Type	Address
<input type="checkbox"/> No	Billing	<input type="text"/>
<input type="checkbox"/> No	Home	<input type="text"/>
<input type="checkbox"/> No	Mailing	<input type="text"/>
<input type="checkbox"/> No	Permanent	<input type="text"/>

## Step 7

The Contact Details page of the Graduation Application may not allow you to toggle any buttons or make any selections. Do not let this keep you from moving forward and submitting your application to graduate. To continue, select the “next” button.

If the information listed in this step is incorrect, please edit it via your Student Profile Center after submitting your application.

× Exit

### Application for Graduation

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1 Graduation Term  
Visited

2 Diploma / Degree Name  
Visited

3 Address  
Visited

4 Contact Details  
Visited

5 Submit  
Not Started

#### Step 4 of 5: Contact Details

Select the contact information that you would like to use for this application.


##### Email

Select	Type	Email	Preferred
<input type="checkbox"/> No	Business	<input type="text"/>	
<input type="checkbox"/> No	Campus	<input type="text"/>	✓
<input type="checkbox"/> No	Other	<input type="text"/>	

##### Phone

Select	Type	Phone	Preferred
<input type="checkbox"/> No	Home	<input type="text"/>	✓

Next



javascript:void(0);

## Step 8

The final step is to submit your application. On the Submit Application page, select “submit”. Congratulations! You have now applied to graduate! If you noticed any info that needed updating during the application process, do that now via your Student Profile Center.

× Exit

### Application for Graduation

< Previous

- 1 Graduation Term  
Visited
- 2 Diploma / Degree Name  
Visited
- 3 Address  
Visited
- 4 Contact Details  
Visited
- 5 **Submit**  
Visited

#### Step 5 of 5: Submit

Your entry for Application for Graduation is ready.

Submit to complete the process.

If you have changes to your degree information, please contact the Registrar's Office at (213) 123-4567

Submit

javascript:submitAction\_win0(document.win0,'DERIVED\_SSR\_FL\_SUBMIT\_PB');



# Support

If you need further assistance, please contact your [program administrative advisor](#)

