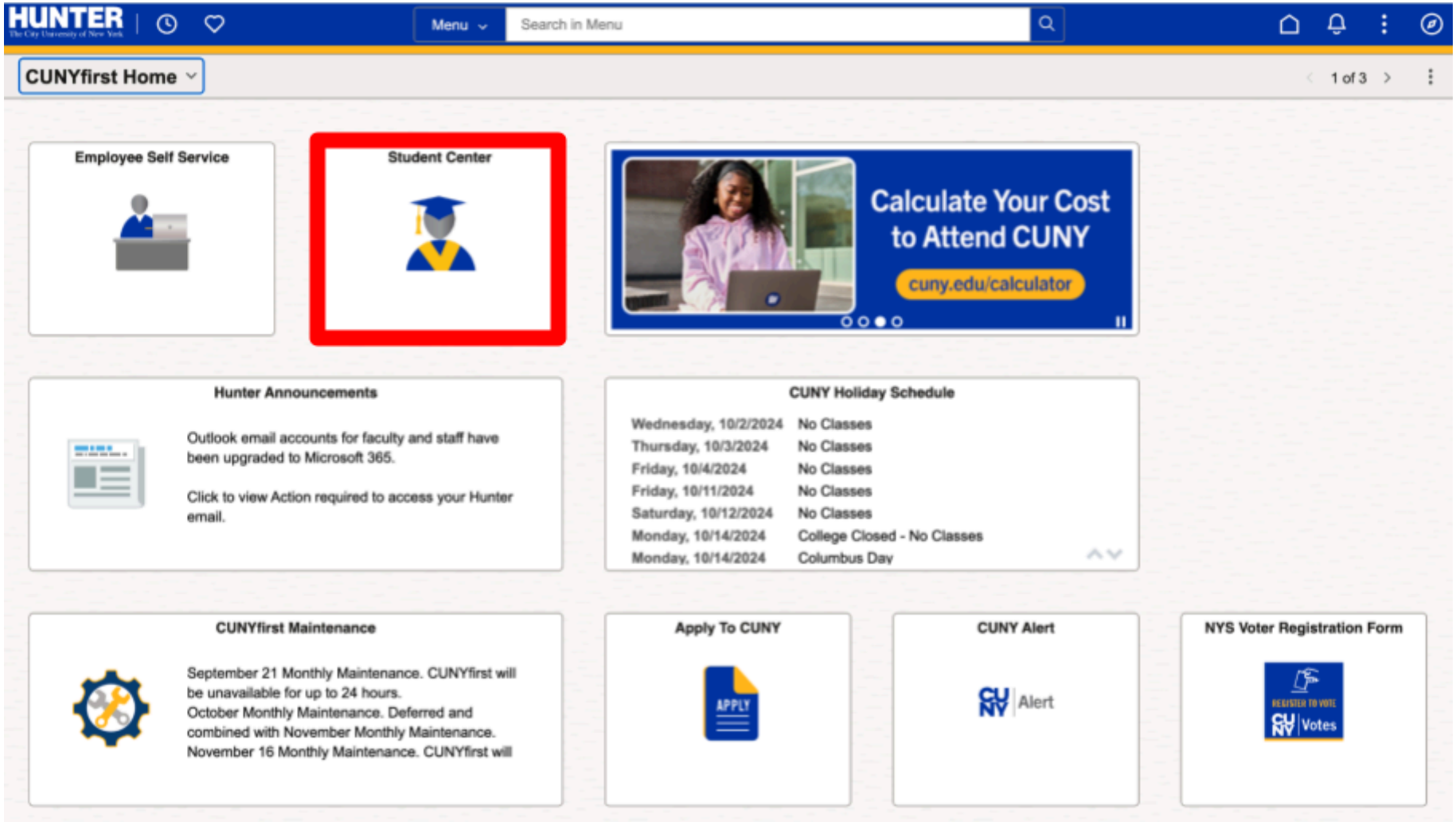
Step-by-Step Guide for Applying to Graduate Using CUNYfirst

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.

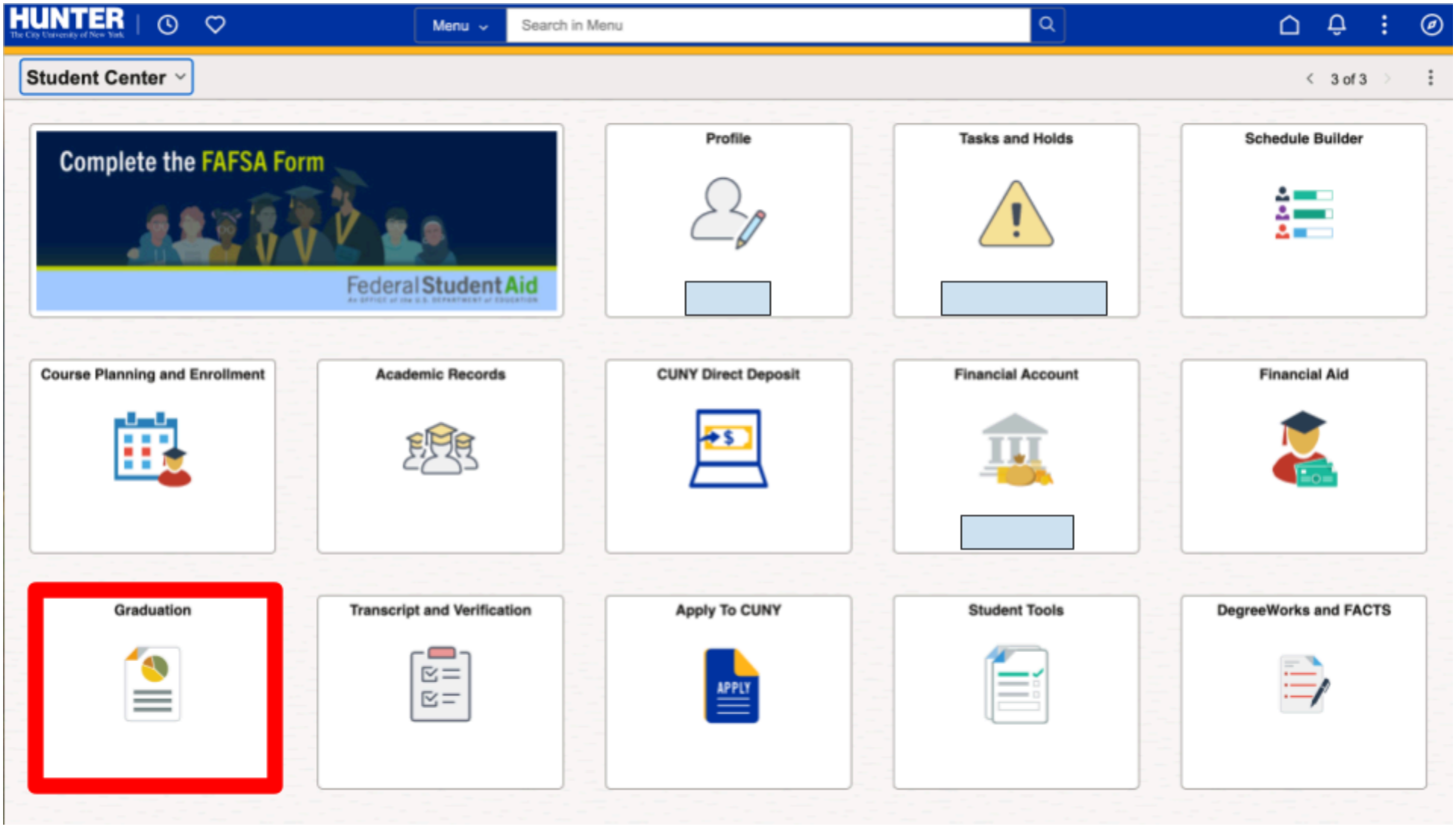
Step 1

Log into CUNYfirst and select the “Student Center” navigation tile.



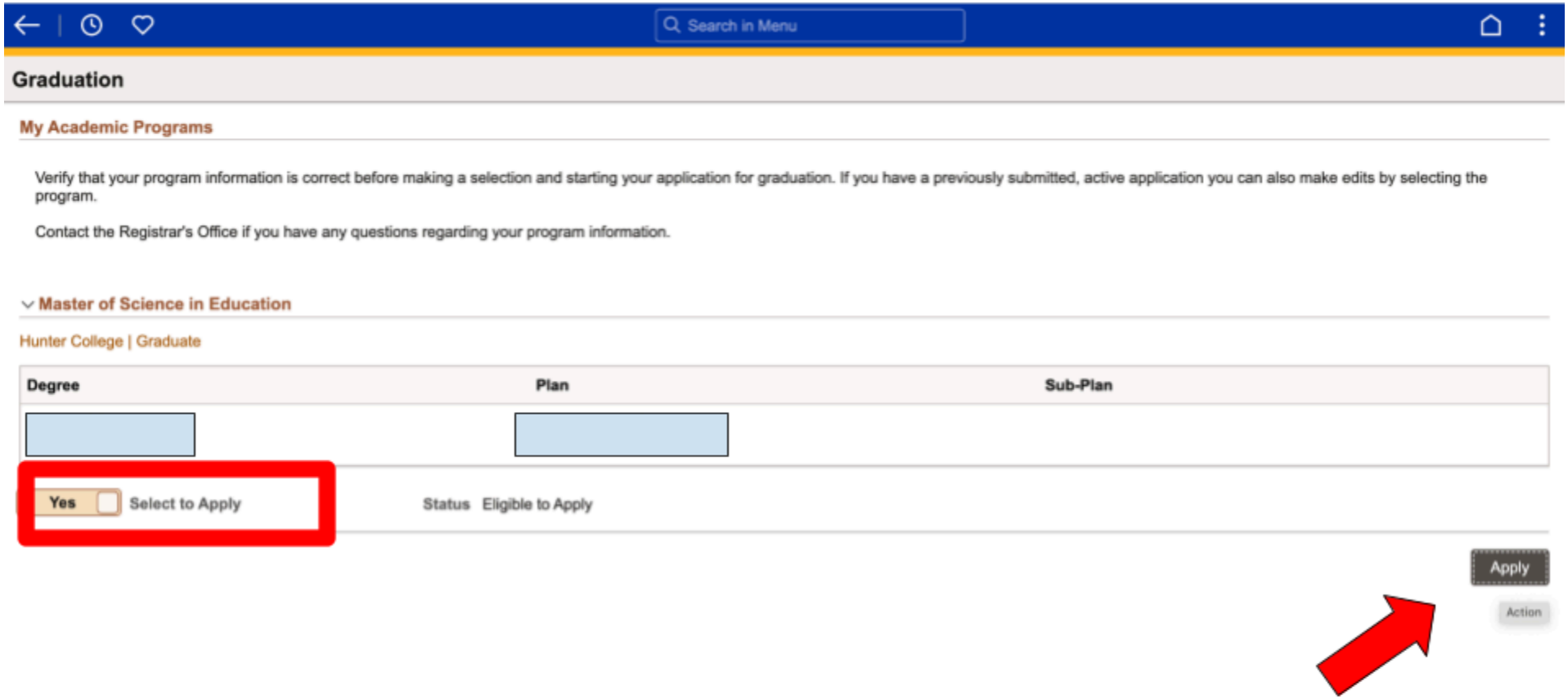
Step 2

Select the “Graduation” navigation tile.



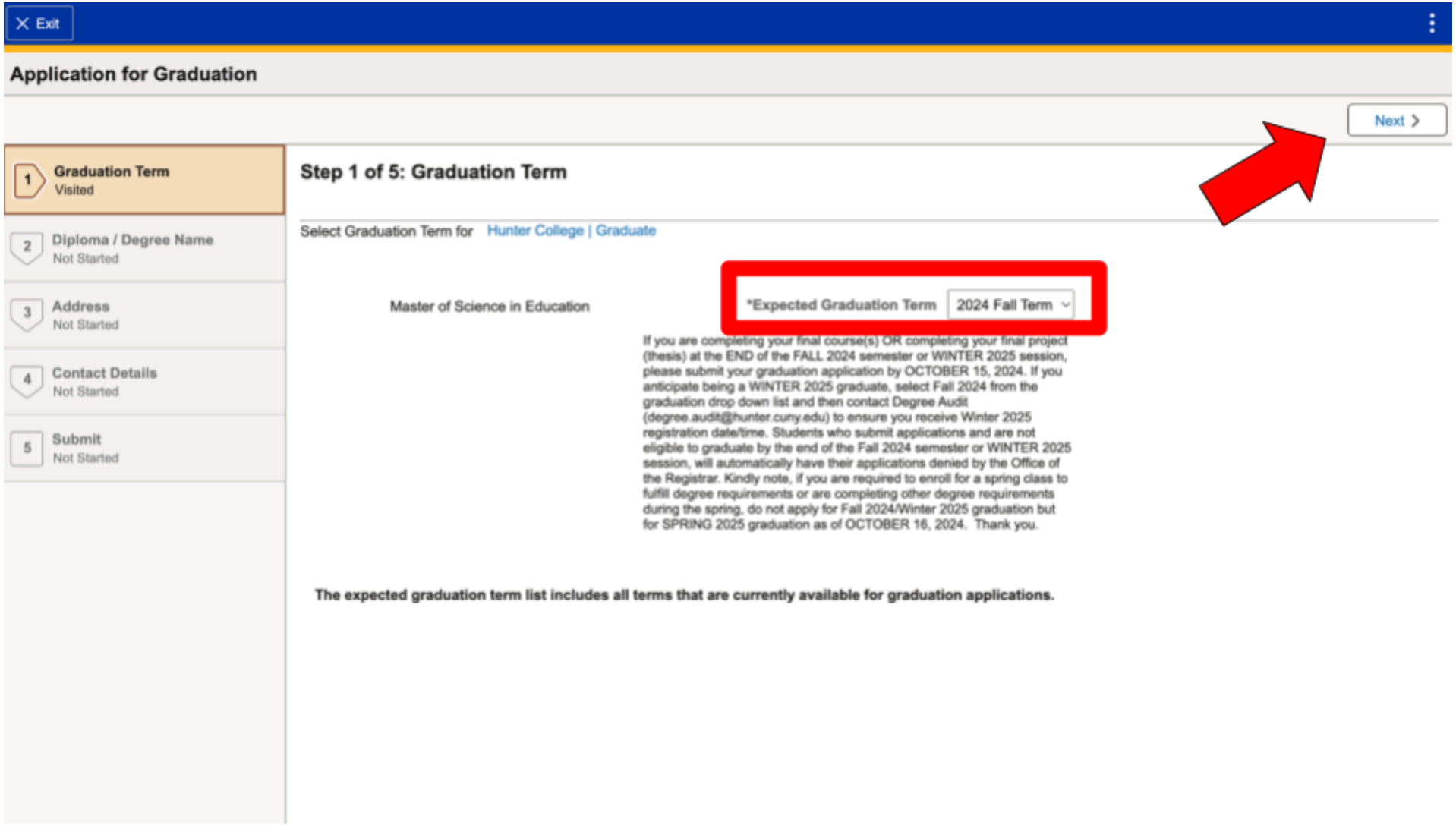
Step 3

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



Step 4

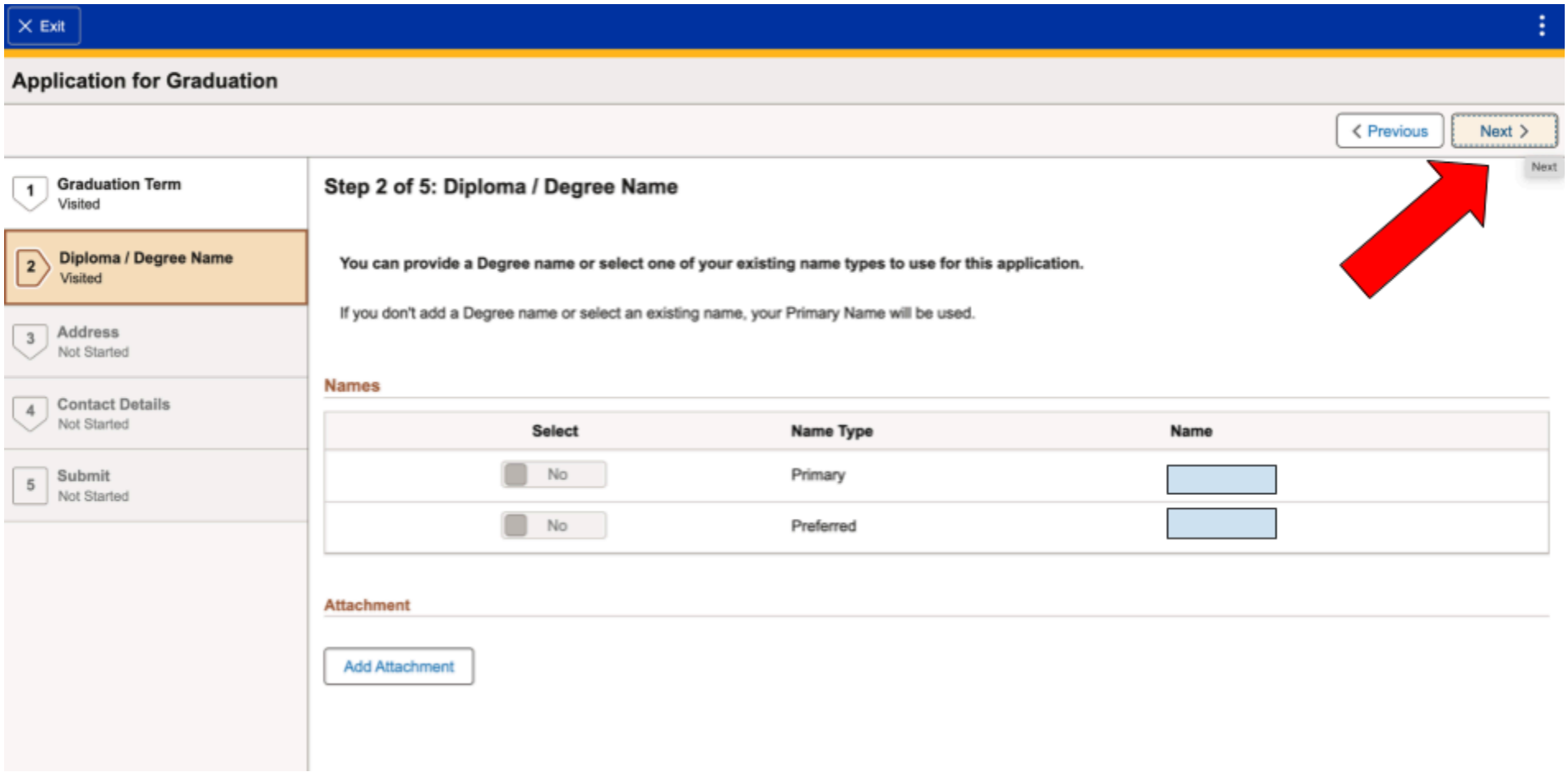
Select your expected graduation term, for example “2024 Fall Term”. Then select the “Next” button.



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.

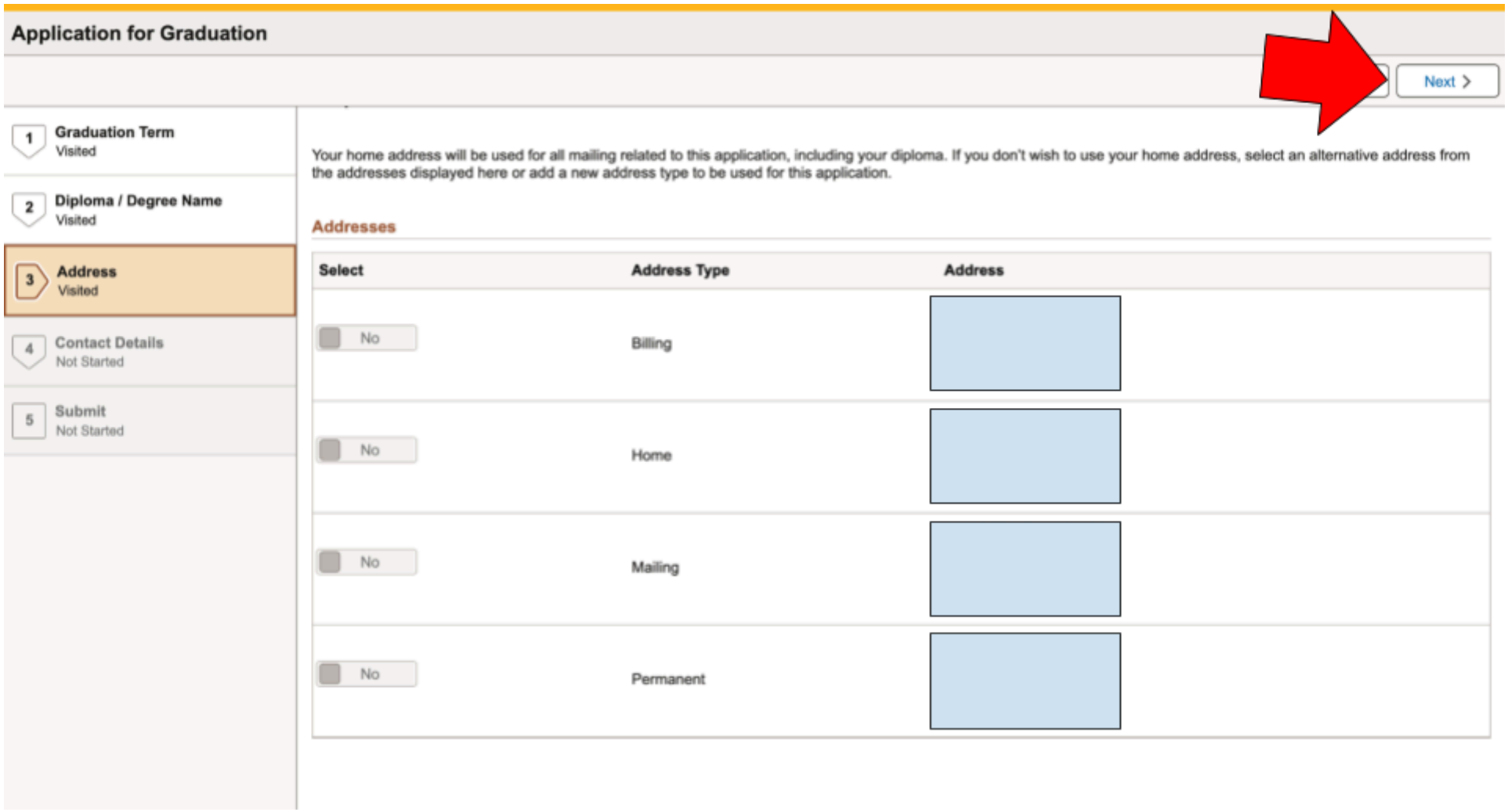
Please note that the name listed on CUNYfirst as your Primary Name will be used for the diploma. If your primary name is incorrect, first submit your application to graduate, then visit the Changing Your Primary Name page to make any changes.



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.

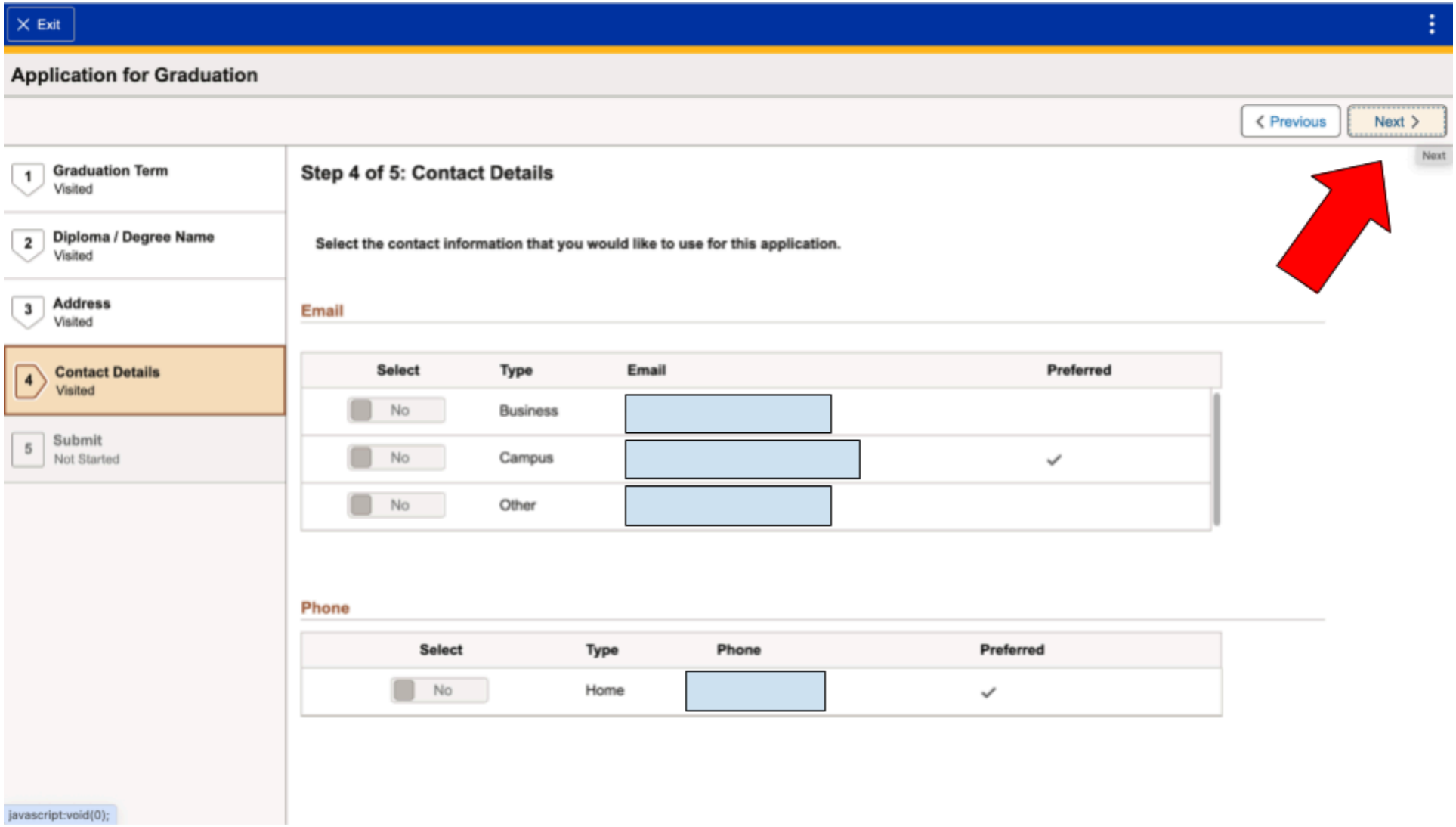
Please note your home address will be the default address used for mailing your diploma. If you wish to change any of the listed addresses in your Student Center Profile, please do so after submitting your application to graduate.



Step 7

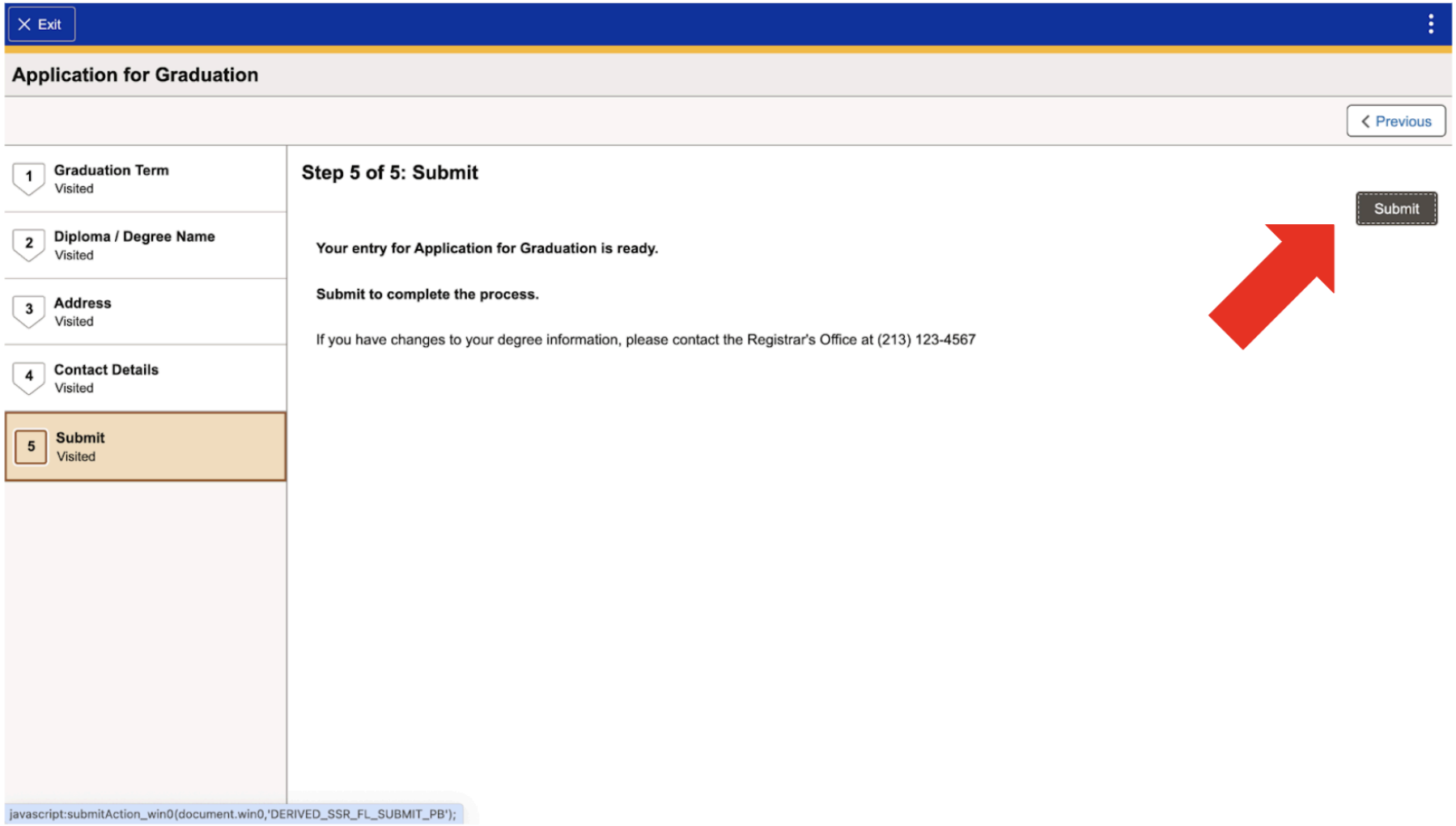
The Contact Details page of the Graduation Application may not allow you to toggle any buttons or make any selections. Do not let this keep you from moving forward and submitting your application to graduate. To continue, select the “next” button.

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



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.



Support

If you need further assistance, please contact your program administrative advisor