Applying to Graduate

**Step 1:** If you are going to be completing your degree requirements this term, regardless of whether you are going to attend convocation in October 2020 or not. Log in to Student Center click Apply for Graduation under Academics > My Academics beginning March 1, 2020.

**Step 2:** Verify that the name you see is the name you would like on your diploma. If it is not correct STOP and submit your request for a Name Change ASAP [https://registrar.uwo.ca/academics/pdfs/Name_change_request.pdf](https://registrar.uwo.ca/academics/pdfs/Name_change_request.pdf) Contact Student Central via phone: 519-661-2100, in person Rm 1120 Western Student Services Building or email contact@uwo.ca with any questions you have about the form.

**Step 3:** If the name displayed is correct, verify the degree you see is the one you would like to apply to graduate from. If it is not correct STOP and contact your Home Faculty Academic counselling office for further details. If all is good click Apply for Graduation.
Step 4: Click the drop down to choose the June 2020 convocation. *Select this even if your convocation is in May.

Step 5: Verify that all the data is correct before submitting the application.

Step 6: You will see this page when you have successfully applied for graduation.
Step 7: To check your status once you have applied, go back to your Student Center > Academics > My Academics View Graduation Status. **NOTE:** Do not expect to see a change in your Degree Status until **at least 3 weeks AFTER** your final grade appears on Student Center.