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 Spring 2019 or not. Log in to Student Center click Apply for Graduation under Academics > My Academics

![Student Center screenshot](image)

**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.

![Apply for Graduation screenshot](image)
Step 4: Click the drop down to choose the June 2019 convocation. This is the convocation to choose even if your convocation will be in May 2019 (Schulich School of Medicine & Dentistry (MD)). Click Continue to go on.

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.