

To complete the Online Graduation Application, go to your myGSU Portal homepage at <http://mygsu.govst.edu>.

Log into the portal using your GSU username and password.

Follow the prompts on the screen shots below.

Note from the Registrar's Office:

In order for GSU to determine if you are eligible to receive your degree, you must apply to graduate using this online application.

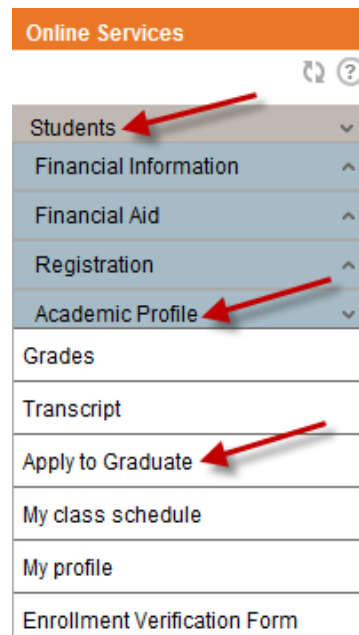
Submitting an application does not mean that you have graduated. Submitting this application begins the review process by which your academic advisor(s) and your graduation counselor will verify that you will complete all program requirements by the end of the term you indicate on the application.

A \$50 non-refundable, processing fee is required with each application. If you are receiving multiple degrees, an application is required for each degree.

If you have any questions about applying to graduate, please contact the Registrar's Office at regoffice@govst.edu or 708.534.4500 or your academic advisor.

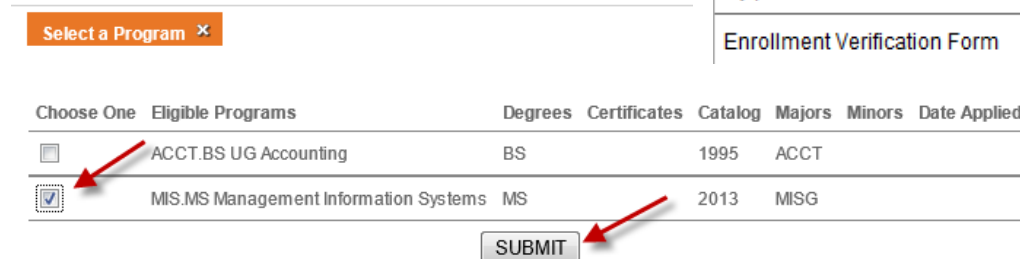
Step 1

Go to Online Services > Students > Academic Profile > Apply to Graduate and follow the screen shots below.



Step 2

Choose your program and hit **SUBMIT**.



Step 3

The form will automatically populate.

The only field that you are required to complete is **Anticipated Graduation Term**. Click **SUBMIT**.

Application for Graduation ✕

BACK ?

* = Required

Selected Program	Degrees	Certificates	Catalog	Majors	Minors	Date Applied
MIS.MS Management Information Systems	MS		2013	MISG		

Name on diploma*

Diploma Mailing Address

City*

State*

Zip*

Country

Anticipated Graduation Term*

Program Completion Date

Commencement Site

Commencement Date

E-mail Address

Application Fee 50.00

Application Fee Amount Due 50.00

The only field that you have to complete is Anticipated Graduation Term. All other required fields are populated. Then SUBMIT.

You have to pay online. So, **CONTINUE** to payment processing.

Processing My Credit Card Payment ✕

BACK ?

Click Continue to enter your credit card information at our secure payment website.

Payment Amount	\$50.00
Convenience Fee	\$0.00
Total Payment Amount	\$50.00

CONTINUE to payment processing.

After your payment is processed, click **CONTINUE** at the bottom of the page. You will be redirected back to the myGSU portal.

You will receive a confirmation email from the Registrar's Office confirming you have applied for graduation.

From: regoffice@govst.edu [mailto:regoffice@govst.edu]
Sent: Wednesday, August 13, 2014 11:37 AM
To: gradapp
Subject: RE: Copy of Online Grad App

RE: Copy of Online Grad App

Sent 08/13/14 to e-mail address: ewitt@student.govst.edu

Student ID..
Student Name:

The text of the original e-mail is as follows:

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Dear _____ :

Thank you for submitting your application to graduate. Over the next few months, your academic record will be reviewed by your academic advisor, graduation counselor and College Dean.

After the initial review, a letter will be mailed to you indicating the deadline to send us any missing information (such as final transcripts from other institutions, etc).

The \$50 graduation application that was charged is a non-refundable processing fee. In the event your application to graduate is cancelled, you will need to re-apply and pay another \$50.

If you are using a waiver to cover the \$50 graduation application, please contact the Office of Financial Aid at 708.534.4480 or faid@govst.edu

Sincerely,

GSU Registrar's Office

If you have any questions about applying to graduate, please contact the Registrar's Office at regoffice@govst.edu or 708.534.4500 or your academic advisor.