



Graduate Graduation Checklist

This checklist provides the recommended steps to prepare for graduation.

- Complete your Admission to Candidacy form and submit to your program coordinator the semester prior to your expected date of graduation. Deadlines are published in the academic calendar.
- Contact your academic advisor/program coordinator and make an appointment to review your records.
- Take a copy of your Academic Advisement Report (AAR) and Admission to Candidacy form to your advising appointment. To access your report login in to your myBoiseState student center and select Academic Requirements from the drop down box.
- Review all graduation requirements on the AAR and Admission to Candidacy form with your advisor/program coordinator to confirm that all requirements will be met at the end of your final semester.
- Apply for graduation by the deadline published in the academic calendar. To apply for graduation, login in to your myBoiseState student center and select Apply For Graduation from the drop down box.
- Pay the application fee (\$20/certificate \$25/degree).
- Review your Primary Name on myBoiseState. This is the name that will be used on your diploma.
- Review your Mailing Address on myBoiseState. This is where your diploma will be sent after graduation.

A graduation evaluator will review your application for graduation after the 10th day of classes of your final semester. You will be notified via BroncoMail if you are a valid candidate for graduation. If you are missing graduation requirements, your graduation date will be moved to the next term.