



***** Deadline to apply for Spring 2017 graduation is January 17, 2017 *****

How To Apply For Graduation

Step 1: Log in to [MyCSUEB](#) using your NetID & password.

Under *Student Center*, select the *Apply for Graduation* link and follow the prompts to select the degree and term for your graduation.

Step 2: Pay your graduation filing fee (\$52.00)

After you file for graduation, a \$52 graduation filing fee will be applied to your student account. It may take up to a week for the filing fee to show up on your record. Check your account for this \$52 unpaid balance and pay for it (and any outstanding balance) as soon as you can. If the fee goes unpaid, a hold will eventually be placed on your record and your diploma will *not* be sent to you.

You can pay your fee:

- Online via [Cashnet](#) or [MyCSUEB](#)
- Hayward Hills campus: Cashier in the Student Services & Administration Bldg.
- Concord campus: Academic Services Lobby

Follow the prompts for *Make a Payment* in [MyCSUEB](#).

Step 3: Notify your major Department

Once you have filed for graduation AND paid the filing fee, please email us at (mseducation@csueastbay.edu).





FREQUENTLY ASKED QUESTIONS

5. If I don't file for graduation, will I receive my diploma?

A: **NO.** You must file for graduation candidacy in order for your degree to be posted and diploma issued. Your degree will be posted in the term you applied for graduation and not when you finished your requirements (if those happen to be on different quarters).

6. When can I participate in the 2017 Commencement (graduation) ceremony?

A: Students who file for graduation in Winter 2017, will be eligible to participate in the Spring 2017 Commencement ceremony sometime in June (TBD).

7. Can I change the name on my diploma and where it'll be sent to?

A: Please fill out the [name change form](#). Your diploma will be mailed to your permanent (home) address. If you need to change your address, log into MyCSUEB Information about diplomas can be found [here](#).

8. I filed for graduation in a previous quarter. How do I find out about my graduation status?

A: Log into [MyCSUEB](#) and select the "Graduation Status/Commencement" link under the pull-down menu in your Student Center. For more information, go to the [Graduation Status](#) page.

9. My graduation candidacy was cancelled. Why wasn't I notified?

A: All emails from CSUEB (including when your graduation candidacy will expire) is sent to your Horizon email account.