

Applying for Graduation - Student

Use SIS to apply for graduation. Once you have applied, you can return to update your name as it will appear on your diploma and, as applicable, the address to which you would like your diploma mailed.

1. Log in to SIS: go.tufts.edu/sis
2. Select **Academics > Apply for Graduation**. The Submit an Application for Graduation page displays.
3. Click the **Apply for Graduation** link. The Select Graduation Term page displays.

[Apply for Graduation](#)

Note: if you have already applied for graduation, this link will read, "View Graduation Status."

4. Select your expected graduation term from the menu and click **Continue**. The Verify Graduation Data page displays.
5. Review the information on the Verify Graduation Data page.

Optional: To make changes, click either Select Different Program or Select Different Term.

6. If all information is correct, click **Submit Application**. The Submit Confirmation Page will appear.

After applying for graduation, you can return to update your name as it will appear on your diploma and, as applicable, the address to which you would like your diploma mailed.

To update your diploma name:

1. Select **Academics > Apply for Graduation**. The Submit an Application for Graduation page displays.
2. Click the **View Graduation Status** link. The Graduation status page displays.

[View Graduation Status](#)

3. Click the **Update your Diploma Name** link. The Add a new name page displays.
4. Complete all applicable fields and click **Save**. A Save Confirmation page will appear.

To update your diploma address:

1. Select **Academics > Apply for Graduation**. The Submit an Application for Graduation page displays.
2. Click the **View Graduation Status** link. The Graduation status page displays.
[View Graduation Status](#)
3. Click the **Update your Diploma Address** link. The Addresses page displays.
4. Next to the address labeled “DIPL” (for diploma) or “Home”, click **edit**. The Edit Address page displays.
5. Enter all necessary data.
6. Click **OK**. (A Verify your address details box may appear indicating that your address as entered is incorrect or incomplete. Review the box and select either Use suggested address, or Use address as entered.) The Change Address page will appear.
7. Review the details and if the information displayed is accurate, click **Save**. A Save confirmation page will appear.

For a listing of other documents that you will have to submit, see the Degree Sheet FAQ listed here (it is listed in the first Academic Forms and Petitions group):

http://uss.tufts.edu/registrar/SS_StudentForms.asp