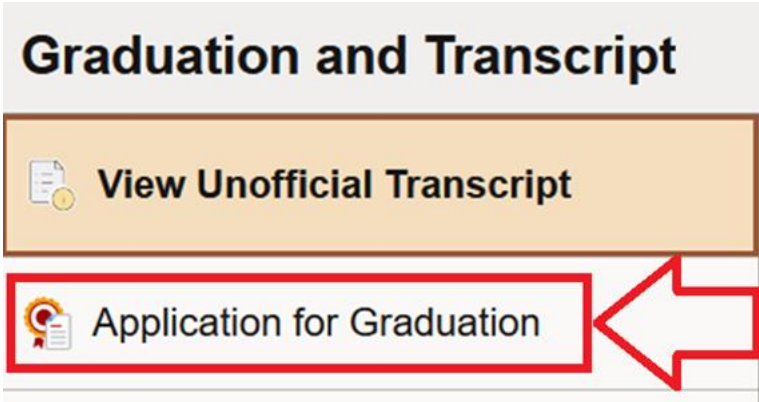# Graduation Application Instructions

Purpose   The first day to apply for graduation is the first day of early registration for the term, and the last day to apply for graduation is posted on our **Academic Calendar** which is approximately the end of 4th week of classes in fall and spring terms. Please consult the **Academic Calendar** for the first and the last date to apply for graduation for a given term. If you submit your application and wish to withdraw that application before the end of the chosen semester of graduation, please email **Graduation@bmcc.cuny.edu**. You can also contact them with any questions.
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Procedure

Step	Action
1	Sign into CUNYfirst (**https://home.cunyfirst.cuny.edu**) with your CUNYfirst UserName and Password.
2	**Graduation and Transcript** Click on **"Graduation and Transcript" tile**
3	On the left, click the "**Application for Graduation**" link **Graduation and Transcript** **View Unofficial Transcript** Application for Graduation

4	You will see a list of your Colleges/Majors within CUNY. Click the "**Select to Apply**" toggle under the major you wish to graduate under **∨ Undergraduate** Borough of Manhattan CC | Undergraduate **Degree** Certificate >= 30 Credits [No] Select to Apply **1** Status Eligible to Apply Once you have selected **Yes**, click the **"Apply"** button on the bottom right of the page. **Sub-Plan** **2** [Apply]
5	On the next page you will be asked to select a semester from a drop down list (Spring/Summer/Fall). **Multiple semesters can be available to choose from at the same time, so make sure you choose the semester in which you are taking your final courses.** If a specific semester is not available in the drop-down either the application deadline for that semester has passed or the graduation application has not opened yet for that semester. **Please consult the Academic Calendar for the first and the last date to apply for graduation for a given term.** **2** [Next >] Step 1 of 5: Graduation Term Select Graduation Term for Borough of Manhattan CC | Undergraduate Undergraduate *Expected Graduation Term [2025 Spring Term ∨] **1** Please make sure to visit graduation inform… 2025 Spring Term Registrar website at https://www.bmcc.cun… 2025 Summer Term resources-forms/graduation-information/ fo… The expected graduation term list includes all terms that are currently available for graduation applications. Once you have selected the term from the drop-down list. Click **"Next"** in the top right corner.

The next 3 pages are to confirm your legal name and preferred address/phone/email information. **YOU CANNOT CHANGE THE INFORMATION ON THIS PAGE**.

Important Information:

1. **Diploma Name:** Your primary name will print on your diploma. If your primary (legal) name has changed you can submit a change of personal information form on the BMCC Portal > Online Forms > Registrar> Change of Personal Information

2. **Diploma Survey:** The graduation team will email you a survey link at the end of the semester to confirm (1) Mailing Address and (2) Diploma Display Name*
As indicated in above, your diploma name must be your primary name in CUNYfirst, but you can include or omit your middle name on your diploma.

3. **Address Contact Information:** If you contact information has changed you can make adjustments to your email address, phone number, and mailing/billing/home address by following these instructions: Change Contact Information in CUNYfirst Instructions. Please note you do not need to change these to submit your graduation application.

Once you visually view the information on the page, click Next in the top right corner of each page to advance to the final confirmation page.

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Step 2 of 5: Diploma / Degree Name

Your Primary Name will be used for this Degree.

‹ Previous   Next ›

Step 3 of 5: Address

Your home address will be used for all mailing related to this application, including your diploma. If you don't wish to use your home address, please contact the registrar's office.

Addresses

Address Type	Address

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Step 4 of 5: Contact Details

Your preferred contact information will be used for this application.

Email

Type	Email	Preferred

Phone

Type	Phone	Preferred

7	Once you have viewed all your information, you will reach the confirmation page. Here, you will click the "Submit" button to complete and submit your application. **You will need to click both Submit and Yes on the pop-up confirmation.** **Step 5 of 5: Submit** Submit **Your entry for Application for Graduation is ready.** **Submit to complete the process.** If you would like to make any changes to your degree information, please contact the Registrar's Office. Are you sure you want to proceed with the submission? Yes No