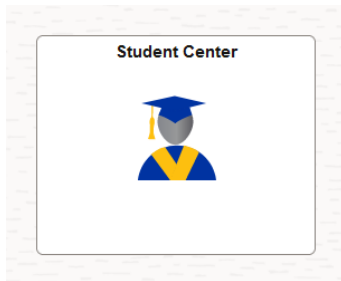




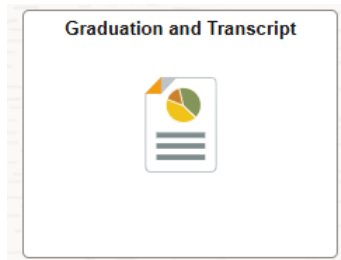
# CUNYfirst Graduation Application Steps

Please consult the Academic Calendar for the first and the last date to apply for graduation for a given term  
View Academic Calendars [here](#).

1. Log onto **CUNYfirst** enter you username and password.
2. Select **"Student Center"**



3. Select **"Graduation and Transcript"**



4. On the left hand side select **"Application for Graduation"** under the college section change Select to Apply from **No** to **Yes** then click **Apply**.

Undergraduate		
Lehman College   Undergraduate		
Degree	Plan	Sub-Plan
Bachelor of Arts	Multimedia Journalism BA	Journalism
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Select to Apply      Status: Eligible to Apply		
Undergraduate		
Degree	Plan	Sub-Plan
	Major: Undergraduate	

Note: If status is not set to **"Eligible to Apply"** contact the Registrar Office for assistance by emailing [Registrar@citytech.cuny.edu](mailto:Registrar@citytech.cuny.edu).



No    Not Eligible for Selection    Status: Not Eligible

**Apply**

5. Verify the academic program you intend to complete at the end of the term. If you do not see the program you intent to apply for please email the registrar s office.

6. On the Graduation Term page select the **Expected Graduation Term** and click **Next**.  
Note: Only those students who are eligible to graduate by the selected term should continue with their graduation application. Select the term and click **Next**.

**Application for Graduation**

[Next >](#)

1 <b>Graduation Term</b> Visited	Select Graduation Term for <a href="#">Lehman College   Undergraduate</a>	
2 <b>Diploma / Degree Name</b> Not Started	Undergraduate	*Expected Graduation Term <input type="text" value="2026 Spring Term"/>
3 <b>Address</b> Not Started	<p>If you will complete general education and major graduation requirements at the end of the SPRING 2026 term, submit your graduation application between February 18 to March 11. Students who are not eligible to graduate by the end of the SPRING 2026 term will automatically have their graduation application moved to the following term. In addition to applying for graduation, kindly review your contact information on CUNYfirst. All students should ensure their permanent address, phone number, and email are accurate and up-to-date. If you need to make changes to your contact information, you may complete the Personal Data Change Form and return it to the Office of the Registrar. This form may be found online via the following link:  <a href="http://www.lehman.edu/registrar/documents/2019/Personal-Data-Change-Request-Form-092018.pdf">http://www.lehman.edu/registrar/documents/2019/Personal-Data-Change-Request-Form-092018.pdf</a></p> <p>The expected graduation term list includes all terms that are currently available for graduation applications.</p>	
4 <b>Contact Details</b> Not Started		
5 <b>Submit</b> Not Started		

7. Confirm your **Diploma/Degree Name**  
If your name appears correctly click **“Next”**.

**Application for Graduation**

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1 <b>Graduation Term</b> Visited	<p><b>Step 2 of 5: Diploma / Degree Name</b></p> <p>You can select one of your existing name types to use for this application.</p> <p>If you don't select an existing name, your Primary Name will be used..</p> <p><b>Names</b></p> <table border="1"> <tr> <td style="text-align: center;">+</td> <td></td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;">Select</td> <td style="text-align: center;">Name Type</td> <td colspan="2" style="text-align: center;">Name</td> </tr> <tr> <td style="text-align: center;">Yes <input type="checkbox"/></td> <td style="text-align: center;">Primary</td> <td colspan="2" style="text-align: center;">Amadou Kane &gt;</td> </tr> </table>	+				Select	Name Type	Name		Yes <input type="checkbox"/>	Primary	Amadou Kane >	
+													
Select		Name Type	Name										
Yes <input type="checkbox"/>		Primary	Amadou Kane >										
2 <b>Diploma / Degree Name</b> Visited													
3 <b>Address</b> Not Started													
4 <b>Contact Details</b> Not Started													
5 <b>Submit</b> Not Started													



8. If you want to edit your Diploma/Degree Name, click the + button. When prompted, select "Yes" to confirm.

The screenshot shows the 'Application for Graduation' interface. On the left, a progress bar indicates five steps: 1. Graduation Term (Visited), 2. Diploma / Degree Name (Visited), 3. Address (Not Started), 4. Contact Details (Not Started), and 5. Submit (Not Started). The main area is titled 'Step 2 of 5: Diploma / Degree Name'. A red box highlights a confirmation dialog box that reads: 'You are adding a new name but you have an existing name already selected. Choose Yes to continue the add and discard the previous selection. Select No to cancel this addition and retain the selection.' Below the dialog are 'Yes' and 'No' buttons. A red box also highlights a '+' button in the table below. The table has columns for 'Select', 'Name Type', and 'Name'.

9. Enter the diploma **First Name and/or Middle Name**, then click **Save**.  
Note: You can only add/update the First and Middle names. The Last Name cannot be changed.

The screenshot shows the 'Add Name' form. It includes a 'Cancel' button on the left and a 'Save' button on the right. The form fields are: '\*Type' (Diploma), '\*Name Format' (English), 'Prefix', '\*First Name', 'Middle Name', '\*Last Name' (with a redacted value), and 'Suffix'. The 'First Name' and 'Middle Name' fields are highlighted with red boxes. A red arrow points to the 'Save' button. At the bottom, there is a note: 'You must direct any request to use a Diploma name in an email address and/or student ID card to the campus Help Desk. [Click here for more information](#)'.

Once accepted, both your Primary (legal) name and Diploma name will appear on your record. The "Diploma Name" will be printed on the diploma. To change Legal name please email the Registrar Office.

**Application for Graduation**

<p><b>1 Graduation Term</b> Visited</p>	<p><b>Step 2 of 5: Diploma / Degree Name</b></p> <p>You can select one of your existing name types to use for this application.</p> <p>If you don't select an existing name, your Primary Name will be used..</p> <p><b>Names</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Select</th> <th style="width: 40%;">Name Type</th> <th style="width: 45%;">Name</th> </tr> </thead> <tbody> <tr style="border: 2px solid red;"> <td style="text-align: center;"> <input checked="" type="checkbox"/> Yes                 </td> <td>Diploma (Added)</td> <td style="border: 2px solid black; height: 20px;"></td> </tr> <tr> <td style="text-align: center;"> <input type="checkbox"/> No                 </td> <td>Primary</td> <td style="text-align: right;">&gt;</td> </tr> </tbody> </table>	Select	Name Type	Name	<input checked="" type="checkbox"/> Yes	Diploma (Added)		<input type="checkbox"/> No	Primary	>
Select		Name Type	Name							
<input checked="" type="checkbox"/> Yes		Diploma (Added)								
<input type="checkbox"/> No		Primary	>							
<p><b>2 Diploma / Degree Name</b> Visited</p>										
<p><b>3 Address</b> Not Started</p>										
<p><b>4 Contact Details</b> Not Started</p>										
<p><b>5 Submit</b> Not Started</p>										

**10. Confirm your address.**

**Application for Graduation**

<p><b>1 Graduation Term</b> Visited</p>	<p><b>Step 3 of 5: Address</b></p> <p>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 Office of the Registrar.</p> <p><b>Addresses</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;">Address Type</th> <th style="width: 80%;">Address</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Home</td> <td>                     265 East 78th Street Apt 2A                      New York                      NY                      Ne <span style="border: 2px solid black; display: inline-block; width: 100px; height: 20px; vertical-align: middle;"></span> </td> </tr> </tbody> </table>	Address Type	Address	Home	265 East 78th Street Apt 2A New York NY Ne <span style="border: 2px solid black; display: inline-block; width: 100px; height: 20px; vertical-align: middle;"></span>
Address Type		Address			
Home		265 East 78th Street Apt 2A New York NY Ne <span style="border: 2px solid black; display: inline-block; width: 100px; height: 20px; vertical-align: middle;"></span>			
<p><b>2 Diploma / Degree Name</b> Visited</p>					
<p><b>3 Address</b> Visited</p>					
<p><b>4 Contact Details</b> Not Started</p>					
<p><b>5 Submit</b> Not Started</p>					

11. Confirm your contact details.

**Application for Graduation**

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1 <b>Graduation Term</b> Visited	<p><b>Step 4 of 5: Contact Details</b></p> <p>Your preferred contact information will be used for this application.</p> <p><b>Email</b></p> <table border="1"> <thead> <tr> <th>Type</th> <th>Email</th> <th>Preferred</th> </tr> </thead> <tbody> <tr> <td>Business</td> <td><input type="text"/></td> <td></td> </tr> <tr> <td>Campus</td> <td><input type="text"/></td> <td style="text-align: center;">✓</td> </tr> <tr> <td>Other</td> <td><input type="text"/></td> <td></td> </tr> </tbody> </table> <p><b>Phone</b></p> <table border="1"> <thead> <tr> <th>Type</th> <th>Phone</th> <th>Preferred</th> </tr> </thead> <tbody> <tr> <td>Mobile</td> <td><input type="text"/></td> <td style="text-align: center;">✓</td> </tr> <tr> <td>Home</td> <td><input type="text"/></td> <td></td> </tr> </tbody> </table>	Type	Email	Preferred	Business	<input type="text"/>		Campus	<input type="text"/>	✓	Other	<input type="text"/>		Type	Phone	Preferred	Mobile	<input type="text"/>	✓	Home	<input type="text"/>	
Type		Email	Preferred																			
Business		<input type="text"/>																				
Campus		<input type="text"/>	✓																			
Other		<input type="text"/>																				
Type	Phone	Preferred																				
Mobile	<input type="text"/>	✓																				
Home	<input type="text"/>																					
2 <b>Diploma / Degree Name</b> Visited																						
3 <b>Address</b> Visited																						
4 <b>Contact Details</b> Visited																						
5 <b>Submit</b> Not Started																						

12. Submit your application.

**Application for Graduation**

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1 <b>Graduation Term</b> Visited	<p><b>Step 5 of 5: Submit</b></p> <p style="text-align: right;"><b>Submit</b></p> <p>Submit the application for graduation to complete the process.</p> <p>If you would like to make any changes to your degree information, please contact the Office of the Registrar.</p>
2 <b>Diploma / Degree Name</b> Visited	
3 <b>Address</b> Visited	
4 <b>Contact Details</b> Visited	
5 <b>Submit</b> Visited	