



# Undergraduate Graduation Checklist

This checklist provides the recommended steps to prepare for graduation.

- Contact your academic advisor(s) and make an appointment to review your records.
- Take a copy of your Academic Advisement Report (AAR) to your advising appointment. To access your report login in to your myBoiseState student center and select Academic Requirements from the drop down box.
- Confirm that your major(s)/minor(s) and catalog year are correct on your AAR.
- Review all graduation requirements on the AAR with your advisor to confirm that all requirements will be met at the end of your final semester. Complete any necessary academic adjustment forms.
- 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/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.