Online Graduation Application

Created by the Office of the Registrar

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The commencement ceremony is photographed and filmed for broadcasting on social media, WEFS and Eastern Florida State College Website. By participating in commencement activities, you authorize EFSC to photograph, record, and/or broadcast your name, image, voice, and/or likeness, and expressly grant EFSC the perpetual right to use your name, image, voice, and/or likeness without compensation for any purpose in any medium. If you request that such information be confidential, please contact the Office of the Registrar.
Congratulations!

If you believe you are ready to graduate, using the online graduation application is quick and easy!

Before applying online:

- Use myGPS or work with an advisor to ensure you are on track for graduation.
  - If you have not completed at least 50% of your BAS, AA or AS degree, the system will not allow you to apply online.

- Resolve all graduation holds including: financial obligations, outstanding transcripts and other admission requirements.

- Clear web browser’s cache & use a recommended browser, (i.e. Firefox).

- Be sure to have payment ready. Your application will not be processed unless payment is received.
  - There is a non-refundable $20.00 fee for application.
    - There is an additional credit card convenience fee based on your total.
    - Applications received after the published deadline will incur an additional non-refundable $20.00 late fee.
Important Notes:

- You must apply and pay the application fee to be reviewed for a degree, receive a diploma and/or participate in the commencement ceremony.
  - If you are unable to pay online, you may submit a paper application after paying with cash at the campus cashier's office.

- If you are applying for more than one degree, you must submit a separate application and fee for each degree. This does not apply to certificates that may fall under your BAS or AS degree.

- Only students whose completed applications are received and have **responded by the published deadline** will be eligible to request guest tickets.

- Applying to graduate and participation in the commencement activities does not imply requirements have been met. **The final evaluation rests with the Office of the Registrar.**
  - If you do not meet requirements, you will need to reapply and repay in the term you will meet requirements.
HOW TO APPLY ONLINE:

Step 1: Login to myEFSC.

On the EFSC home page,
In the upper right corner
Click on EFSC Logins, then myEFSC.

On the next screen,
Click Log in to myEFSC.

Enter your B number (including the B) as username and pin as password.

Click Login.
Step 2: Accessing the Graduation Application.

*Scroll down to Quick Links* tab then

*Click Apply for Graduation.*
Step 3: Curriculum Term Selection.

*Be sure to read important notes, information and instructions!

- **Click** on the drop down box to select a Term.
  - Choose the most current term or last term you attended.
- **Click Submit**.
Step 4: Curriculum Selection.

Select Primary Degree.

- If the degree/certificate you are applying for is not available, go back and select the term you were in that program and/or send an email to graduation@easternflorida.edu

Click Continue.

The next page provides instructions on what to do if you receive an error message on this screen.
Possible Errors:

⚠️ No curricula available for graduation application.

**Solution:** You will need to contact graduation@easternflorida.edu to resolve the issue before you can continue online.

⚠️ Graduation holds exist; graduation application cannot be selected.

**Solution:** Your student account holds must be resolved within the appropriate department before you are able to continue online. To determine the holds on your account, Click View holds.

Please attempt to resolve issues to continue applying online. Paper applications are only accepted if payment is unable to be made online and issues are unable to be resolved.
Step 5: Graduation Date Selection.

Select the Graduation Date from the drop down menu. 
Click Continue.
Step 6: Graduation Ceremony Selection.

Select the appropriate response for your ceremony attendance.

- Click **Yes** if you plan to attend the ceremony and would like to request guest tickets.
- Click **No** if you do not plan to attend the ceremony (you will not receive guest tickets).
- A response of **Undecided** is recorded as **No**.

*If your decision changes prior to the published deadline, please email graduation@easternflorida.edu*

Click Continue.
Step 7: Diploma Name Selection.

Select your Current Name for your Diploma.

Click on Continue.
Step 8: Diploma Name Selection.

On this screen you may update how you would like your name to appear on your diploma.

You may alter your Middle Name or Suffix.

This will not update your name in EFSC records.

If you would like your student record updated, click “Name Change information”.

When you are done, Click Continue.
Step 9: Diploma Mailing Address Selection.

Select Student Address from the drop down menu.

*If you have moved or are planning to move, please update your address with the college.

Click Continue.
Step 10: Diploma Mailing Address Selection.

On this screen you may update, correct or verify your student mailing address in EFSC records.

If there are no changes, or once you complete your changes,

*Click Continue.*
Step 11: Graduation Application Payment.

Select your payment amount.

- The non-refundable Graduation Application Fee is $20.00.
- There is an additional non-refundable $20.00 late application fee for applications submitted after the posted deadline.
- Online payments are subject to a credit card convenience fee based on your total.

*If payment is not received your application will not be processed.

Click Continue.
Step 12: Graduation Application Summary.

Review your Graduation Application for accuracy.

- Use the back arrow to return to a previous screen to make any necessary changes.

If your application is correct, **click Pay by Check or Credit Card** at the bottom of the screen.

*If payment is not received your application will not be processed.

After submission, you will no longer have access to this form. To update your application information email **graduation@easternflorida.edu** from your student email to request changes.
Step 13: Payment Information.

You will be connected to the Eastern Florida State College - Graduation Application Fee Screen.

Enter your payment information and click Submit.

If you are not directed to this screen after clicking Pay by Check or Credit Card, send an email to graduation@easternflorida.edu
Step 14: Submit Payment.

If all payment information is correct, **Click Pay** to submit payment and your application.

If you do not wish to submit payment, **Click Cancel Payment. *Your application will not be submitted.***

Once complete, you will be brought to an acknowledgement page with important information to review.

For any questions, you may email **graduation@easternflorida.edu.**
What Happens Next?

• You will receive an email from the Office of the Registrar the day after you submit your application. It will contain important questions about recognitions you expect to receive. Please respond to the email if anything is applicable to you to ensure your graduation day is the best it can be!

• If you receive an email indicating payment was not received, you must reattempt to submit your application with payment. It has not been submitted.

• To review your submitted application Click View Graduation Applications in tutorial Step 4: Curriculum Selection.

• Once your application is processed and your degree status is determined, you will receive a status email to your student email.

• Be sure to periodically check your student email for important future updates and review our website for important information easternflorida.edu/go/graduate

• Still need to RSVP by the published deadline? Email graduation@easternflorida.edu from your student email.

• If you submitted your RSVP by the published deadline, you will receive a commencement ceremony ticket voucher with ceremony information approximately 3 weeks prior to the ceremony. *Summer graduates who submitted their RSVP by the posted summer deadline, will receive their ticket voucher during the fall term.

• Questions? Contact the graduation office: graduation@easternflorida.edu, call us at 321-433-7284, or visit our website.

CONGRATULATIONS!