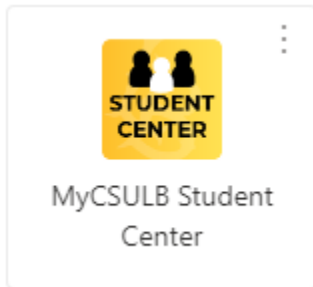


How to Apply for Graduation

1. Log-in to the [CSULB Single Sign-On](#).
2. Click on the MyCSULB Student Center chicklet.



3. Under Academics in the middle of the screen, on the right-hand side, click on the three lines to open a drop-down menu.

A screenshot of the MyCSULB Student Center website. The top navigation bar is yellow with the CSULB logo and "LONG BEACH" text. Below this, the "Academics" section is highlighted with a red arrow. On the right side of the Academics section, there is a drop-down menu icon (three horizontal lines) circled in red. The menu is open, showing options: Search, Degree Planner, Enroll, My Academics, My Textbooks, Enrollment Adjustments, and Enroll in CSU Fully Online. Below the Academics section is the "Finances" section, which includes an "Account Summary" and a "My Account" menu with options like Account Inquiry, E-Refund Signup, Make a Payment, View Financial Aid, and Accept/Decline Awards. A link for "Important Student Fee Information" is visible at the bottom left.

4. From this drop-down menu, click on Apply for Graduation.

The screenshot shows the student portal interface for California State University Long Beach. At the top, there is a black header with the university logo and name. Below the header is a yellow navigation bar. The main content area is divided into two sections: Academics and Finances.

Academics Section:

- Academic Requirements
- Apply for Graduation (highlighted with a red underline and a red arrow pointing to it)
- Course History
- Enrollment: Drop
- Enrollment: Swap
- Grades
- Test Score Summary
- Transcript: Unofficial
- Veterans Benefit
- Withdrawals/Repeats
- Advisor Notes
- Browse Schedule
- Enrollment: Add
- Enrollment: Edit
- Exam Schedule
- My Class Schedule
- Transcript: Official
- Transfer Credit Report
- What-if Report

Below the Academics list are two buttons: "Weekly Schedule" and "Enrollment Shopping Cart".

Finances Section:

- Account Summary (See * link below)
- My Account
 - Account Inquiry >
 - E-Refund Signup >
 - Make a Payment >
- Financial Aid
 - View Financial Aid >
 - Accept/Decline Awards >

At the bottom left of the Finances section, there is a button labeled "Make a Payment".

At the bottom left of the page, there is a link: [*Important Student Fee Information](#)

On the right side of the page, there is a vertical sidebar with various navigation options, including "Hold", "To D", "No T", "Enrc", "Ope", "Advi", "Ph", "M", "Cam", "E-Refund Signup", "E-Refund Signup", "Exte", and "Stuc".

5. On the next screen, you will see a blue button that says Apply for Graduation. Click this blue button and continue to the term selection screen. If you do **not** see the blue button, contact your advisor to make sure that you advance to candidacy before applying for graduation.

Apply for Graduation > Submit an Application for Graduation

Click on the Apply for Graduation link below to proceed with your application. If this specific link is not visible, you are not eligible to apply for graduation at this time. Undergraduate students become eligible once they have earned 90 Timely Graduation policy units. Graduate students become eligible after they advance to candidacy. Please have your payment information available before continuing this process. In addition, please make sure to allow pop-ups.

Program: Masters Degree

CSU Long Beach | Post-baccalaureate

Degree:
Major:

[Apply for Graduation](#)

Program: Undergraduate Degree

CSU Long Beach | Undergraduate

Degree:
Major:

[View Graduation Status](#)

In this section

- [Search](#)
- [Degree Planner](#)
- [Enroll](#)
- [My Academics](#)
- [My Textbooks](#)
- [Enrollment Adjustments](#)

6. Select the term you are applying to graduate in and click Continue. If payment is not received by the listed deadline, there is an additional \$10 late fee.

The screenshot shows the application portal for CSU Long Beach. At the top, there is a navigation bar with the university logo and the text 'CALIFORNIA STATE UNIVERSITY LONG BEACH'. Below this is a yellow header with the text 'Apply for Graduation > Select Graduation Term'. The main content area is titled 'Program: Masters Degree' and 'CSU Long Beach | Post-baccalaureate'. It contains a 'Graduation Instructions' section with fields for 'Degree:' and 'Major:'. The 'Expected Graduation Term' section is highlighted, showing a dropdown menu with the following options: 'Spring 2025', 'Select', 'Fall 2024', 'Spring 2025', 'Summer 2025', 'Winter 2025', and 'select term ...'. A red arrow points to the 'Spring 2025' option. Below the dropdown menu, there are two buttons: 'Select Different Program' and 'Continue', with the 'Continue' button circled in red. On the right side, there is a sidebar with the heading 'In this section' and a list of links: 'Search', 'Degree Planner', 'Enroll', 'My Academics', 'My Textbooks', and 'Enrollment Adjustments'.

7. On the Apply to Graduate screen you will be notified that you need to complete your payment in order to officially submit your application to graduate. Once you are ready to provide payment information, click on Proceed to Payment Step.

Apply to Graduate

Campus ID:

The next step is payment of the Graduation Application fee. You must complete your payment before you can proceed with your Application. After completing payment, you must return to MyCSULB to officially submit your Graduation Application. Your Graduation Status will be updated within 24 hours once your payment and Graduation Application have been submitted.



Need additional information about graduation?
[Help](#)

Cancel Proceed to Payment Step


In this section

- [Search](#)
- [Degree Planner](#)
- [Enroll](#)
- [My Academics](#)
- [My Textbooks](#)
- [Enrollment Adjustments](#)

8. You will be notified of the payment methods accepted by the university. Click on Make a Payment to continue with the process.



Payment Options



Payment can be made by E-Check or Credit Card.
Your browser must allow popups from this site!
Payment by E-Check is FREE.

Please note there is a 2.65% service charge for payment by Credit Card.
Cards accepted: MasterCard, American Express, Discover, Visa, JCB.

[Make A Payment](#) [Cancel Payment](#)

In this section

- [Search](#)
- [Degree Planner](#)
- [Enroll](#)
- [My Academics](#)
- [My Textbooks](#)
- [Enrollment Adjustments](#)

9. Be sure to allow pop-ups on your internet browser so that the following screen appears in a new tab. Here, you will be able to enter your payment information in the required fields. Once you have entered the correct payment information, click the yellow Continue button.



Step 1 of 2: Payment method

1-2

How would you like to pay?

Payment amount

* Payment method

New credit or debit card

New bank account

Description	Amount
Graduation Request	\$
Subtotal	\$
Total	\$

Secure encrypted payment

Cancel Continue

10. The next screen will let you review your information to ensure that payment information is entered correctly and verify that your student email address is correct so you can receive your payment receipt. Click the yellow Pay button to finalize your payment.

TRANSACTION

Step 2 of 2: Review

Please review your information below.

* Email address

Summary

Graduation Request	\$
Total	\$

Payment details [Change](#)

Account holder name
Account type
Routing transit number
Bank account number
Bank

This site is protected by reCAPTCHA and the Google [Privacy Policy](#) and [Terms of Service](#) apply.

Secure encrypted payment

Cancel Pay \$

11. You will see a large green check mark to notify you that your payment was received and that your receipt number has been sent to your student email address. Click the yellow Return to MyCSULB button to continue the process.

TRANSACT 



\$

Thank you for your payment


The payment receipt #_____ was sent to:
@student.csulb.edu

[Return to MyCSULB](#)

12. After clicking the button, you will be told to close the current tab, which will then redirect you to your MyCSULB Student Center page that was left open during the payment process on the other tab. The following screen will then prompt you to click the black Next button only **AFTER** your payment has been made.

The screenshot shows the 'Process Payment' page of the MyCSULB Student Center. At the top, there is a black navigation bar with a hamburger menu icon on the left and the CSULB Long Beach logo on the right. Below the navigation bar is a yellow header with the text 'Process Payment'. A small person icon is positioned above a warning message: 'Do not continue until you have completed the payment process! Do not click the Back button on the browser. After successfully making your payment select 'Next' to continue.' Below the warning, the text 'PBAC' is displayed. At the bottom left, there is a black button with the word 'Next' in white, which is highlighted with a red underline. On the right side of the page, there is a sidebar titled 'In this section' containing a list of links: Search, Degree Planner, Enroll, My Academics, My Textbooks, and Enrollment Adjustments.

Process Payment



Do not continue until you have completed the payment process!
Do not click the Back button on the browser.
After successfully making your payment select 'Next' to continue.

PBAC


[Next](#)

In this section

- [Search](#)
- [Degree Planner](#)
- [Enroll](#)
- [My Academics](#)
- [My Textbooks](#)
- [Enrollment Adjustments](#)

13. The next screen will notify you that your payment was received and will then prompt you to click the grey Next button to submit your application for graduation.

Apply to Graduate

 Campus ID:

Payment received. Click Next to submit application.

[Next](#)

In this section

- [Search](#)
- [Degree Planner](#)
- [Enroll](#)
- [My Academics](#)
- [My Textbooks](#)
- [Enrollment Adjustments](#)

14. The Verify Graduation Data screen will allow you to review all your information regarding your degree, major, expected graduation term, and a final reminder about submitting late applications. Please click the black Submit Graduation button to officially submit your application for graduation.

The screenshot shows a web interface for verifying graduation data. At the top, there is a black navigation bar with a hamburger menu icon on the left and the CSU Long Beach logo on the right. Below this is a yellow breadcrumb trail: "Apply for Graduation > Verify Graduation Data". A small user icon is visible on the left side of the main content area.

The main content area is a light gray box with a header "Program: Masters Degree". Below the header, there is a section for "CSU Long Beach | Post-baccalaureate" and a sub-section for "Graduation Instructions".

Under "Graduation Instructions", the following information is displayed:

- Degree:
- Major:
- Expected Graduation Term** Spring 2025

Below the term, a note states: "Term selected represents the semester in which all degree requirements will be completed. The deadline to apply for Spring 2025 is October 15, 2024. If you miss the deadline, you will need to pay an additional \$10 late fee."



On the right side of the page, there is a vertical sidebar titled "In this section" containing the following links: Search, Degree Planner, Enroll, My Academics, My Textbooks, and Enrollment Adjustments.

At the bottom left of the main content area, there is a prominent black button with white text that says "Submit Application".

15. The Submit Confirmation screen will notify you that you have successfully applied for graduation. This is the final step of the process, and no further actions will be necessary on your end.

The screenshot shows a user interface for a student portal. At the top, there is a black navigation bar with a white hamburger menu icon on the left and the California State University Long Beach logo on the right. Below this is a yellow breadcrumb trail that reads "Apply for Graduation > Submit Confirmation". On the left side, there is a user profile icon and a green checkmark icon. Below the checkmark, the text "You have successfully applied for graduation." is displayed and underlined in red. On the right side, there is a vertical sidebar menu titled "In this section" with the following items: Search, Degree Planner, Enroll, My Academics, My Textbooks, and Enrollment Adjustments.

Apply for Graduation > Submit Confirmation

You have successfully applied for graduation.

In this section

- [Search](#)
- [Degree Planner](#)
- [Enroll](#)
- [My Academics](#)
- [My Textbooks](#)
- [Enrollment Adjustments](#)

16. If you would like to check on your graduation status, return to the main screen on your MyCSULB Student Center and click on My Academics under the Academics section in the middle of the screen on the right-hand side.

The screenshot displays the MyCSULB Student Center interface. At the top, the university logo and name are visible. The main navigation bar includes a hamburger menu icon on the left and a search bar on the right. The 'Academics' section is active, with a red underline under the 'Academics' header. The 'My Academics' link in the right-hand navigation menu is highlighted with a red underline. The main content area shows a 'This Week's Schedule' table with columns for CLASS, SCHEDULE, and DEADLINES. Below the table are buttons for 'Weekly Schedule' and 'Enrollment Shopping Cart'. The right-hand sidebar contains sections for 'Search for Classes', 'View My Messages', 'Holds', 'To Do List', 'Enrollment Dates', and 'Advisor'.

CLASS	SCHEDULE	DEADLINES

[Weekly Schedule](#) [Enrollment Shopping Cart](#)

[Search for Classes](#)

[View My Messages](#)

Holds

No Holds.

To Do List

No To Do's.

Enrollment Dates

[Open Enrollment Dates](#)

Advisor

Program Advisor

Master's Advising Committee

Finances

You have no outstanding charges at this time.

[My Account](#)

17. From here, click on View my Graduation Status on the left-hand side of the screen.

My Academics

- View my academic requirements >
- Create a what-if scenario >
- View my transfer credit report >
- View my course history >
- View my unofficial transcript >
- Request official transcript >
- Apply for graduation >
- View my graduation status >**

My Program

Current Academic Objective

[Requirement \(Catalog\) Term](#)

Program:		
Plan:		

Expected Grad Term:

Graduation Status:

Current Academic Summary

Last Term Registered:

Academic Standing:

Overall GPA:

CSULB GPA:

< PREVIOUS 1 OF 2 NEXT >

In this section

- Search
- Degree Planner
- Enroll
- My Academics
- My Textbooks
- Enrollment Adjustments

[View my Advisor Notes](#)

18. This screen will allow you to check on your graduation status after successfully submitting your application for graduation. You can also use this screen to check that your name is spelled correctly under the Diploma Name section as well as your home address that your diploma will be mailed to under the Diploma Mailing Address section.

Graduation Status

Program: Masters Degree

CSU Long Beach | Post-baccalaureate

Degree:
Major:
Status:
Expected Graduation Term:

CSU Long Beach | Undergraduate

Degree:
Major:
Status:
Expected Graduation Term:

Student Information

Click on Diploma Delivery Method below and select Mail. Your Diploma Name is your official (legal) name at the University. To have a different first and middle name printed on your diploma, submit a request under the "Names" tab your Student Center.

[Diploma Name](#)

[Diploma Mailing Address](#)

In this section

- [Search](#)
- [Degree Planner](#)
- [Enroll](#)
- [My Academics](#)
- [My Textbooks](#)
- [Enrollment Adjustments](#)

If there are any steps of the process that you need further assistance with or have any concerns about, make sure that you are on track for [Timely Graduation](#) or refer to the Enrollment Services FAQs for [Applying to Graduate \(Graduate Students\)](#) . Any holds or financial issues that come up may be handled by your advisor or the Financial Aid Office.

If you have any program specific questions, please contact our office at any time.

Graduate Studies Office

Email: ced-gradstudies@csulb.edu

Phone: (562) 985-8476