



# CUNYfirst Graduation Application Filing



Office of the Registrar  
1637 Bedford Avenue , Brooklyn, NY 11225

# Graduation Application Requirements and CUNYfirst Instructions

Degree conferral involves four key steps: completing all academic requirements for your degree, settling all financial obligations, submitting a graduation application, and the final review and conferral by the Registrar's Office. **Students in their last semester of coursework or who have completed all degree requirements are eligible to apply for graduation.** For official filing dates, please refer to the Academic Calendar.

<https://www.mec.cuny.edu/registrar/academic-calendar-and-exam-schedules/>

## **A student is eligible to file for graduation pending the following conditions:**

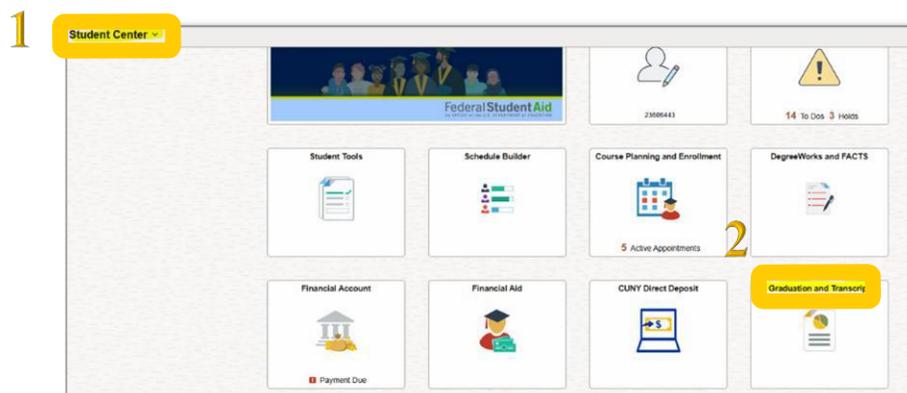
- Has met with an Academic Advisor to review their requirements and DegreeWorks audit
- Has met the minimum required 2.0 Cumulative GPA
- Has met the minimum required 60 credits (Associate's Degree) or 120 credits (Bachelor's Degree) in their declared curriculum
- Has registered for their last semester of "Still Needed" courses
- Has fulfilled the minimum credit requirements for both the college and major residency
- Has begun the process to resolve any INC grade(s) by the deadline
- Has received all necessary waivers and/or substitutions (**Must consult with advisor**)

Approval from an advisor is required to submit your graduation application. **Only approved students will be able to access and apply for graduation online.** Please note that en-route students (those in a bachelor's major applying for an associate's degree) are not eligible to apply through CUNYfirst. Please consult your advisor for an en-route degree graduation application.

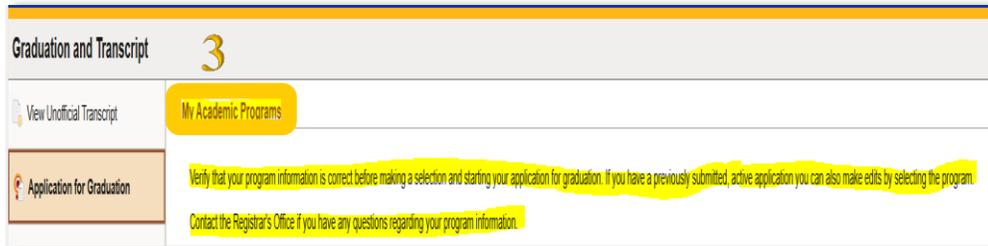
If you encounter any issues while filing your application or need to withdraw it after submission, please email [gradapps@mec.cuny.edu](mailto:gradapps@mec.cuny.edu).

## Procedure

1. Log into your CUNYfirst (<https://home.cunyfirst.cuny.edu>) with your CUNYfirst Username and Password. If you have issues accessing your CUNYfirst, please contact the help desk at [helpit@mec.cuny.edu](mailto:helpit@mec.cuny.edu).
2. Click on the "Graduation and Transcript" tile from your Student Center page.



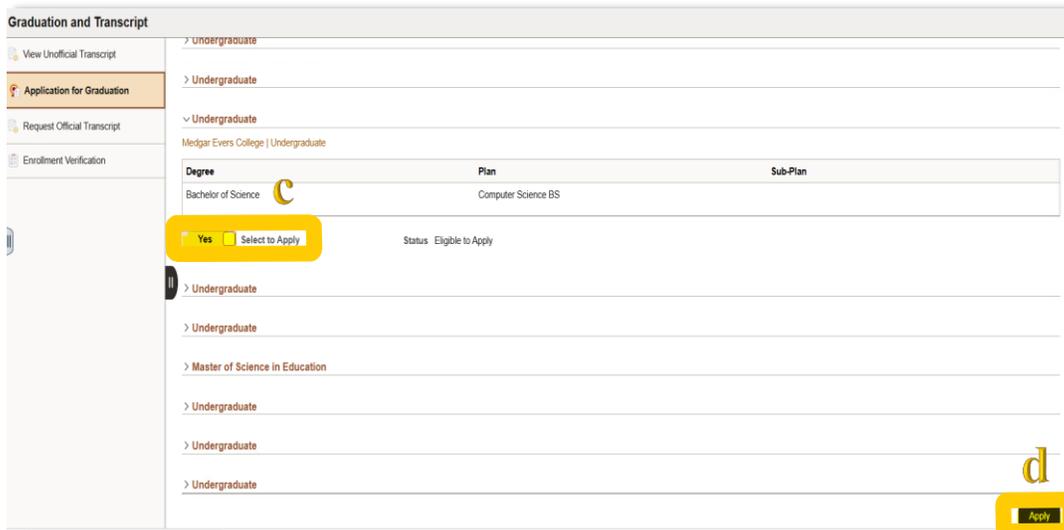
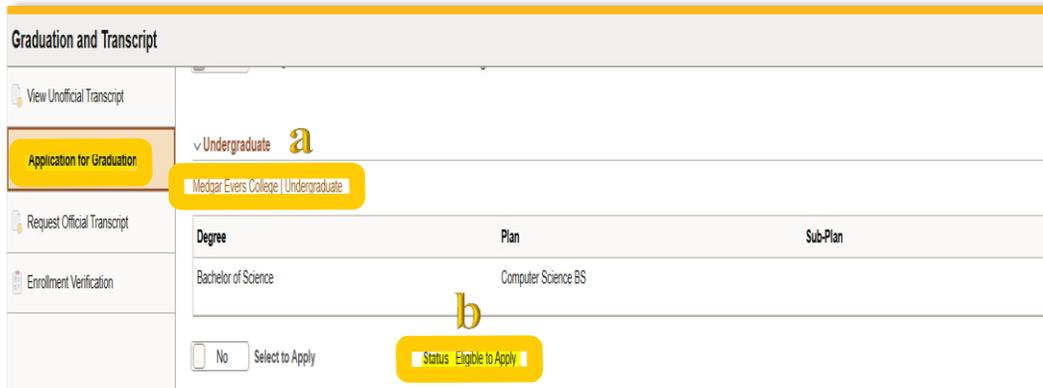
3. Review the “*My Academic Programs*” message before you begin filing.



4. Click the “**Application for Graduation**” link on the left. You will see a list of your Colleges/Majors within CUNY.

- a. Locate Medgar Evers College
- b. Review your Status: It must indicate “Eligible *to Apply*” to file
- c. Click “**Select to Apply**” and toggle to “**Yes**” under the major you wish to graduate.
- d. Once you have selected Yes, click the “**Apply**” button on the bottom right of the page.

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**5. Graduation Term:** Click “Next” in the top right corner after completing the step below.

- a. **Select a semester** from a drop-down list (*Winter/Spring/Summer/Fall*). There may be multiple semesters available to choose from, so be sure to select the one in which you are taking your final courses and applying for graduation. **Note:** If a specific semester is not available in the drop-down, either the application deadline for that semester has passed, or the graduation application filing period has not opened yet for that semester. Please check the academic calendar for filing dates.

Application for Graduation b

Next >

5 **1 Graduation Term** Visited

**Step 1 of 5: Graduation Term**

Select Graduation Term for

Undergraduate

Expected Graduation Term

Congratulations on achieving your goals.

The expected graduation term list includes all terms that are currently available for graduation applications.

2 Diploma / Degree Name Not Started

3 Address Not Started

4 Contact Details Not Started

5 Submit Not Started

**6. Diploma/Degree Name:** YOU CANNOT CHANGE THE INFORMATION ON THIS PAGE.

Once you visually review the information on the page, click Next in the top right corner of the page to advance to the final confirmation page. Also, please note you do not need to change before you submit your graduation application.

- a. **“Diploma Name”:** Your primary name will be printed on your diploma. If your primary (legal) name has changed you can submit a Change of Personal Information Form to the Office of the Registrar.

Application for Graduation b

< Previous Next >

6 **2 Diploma / Degree Name** Visited

**Step 2 of 5: Diploma / Degree Name**

Your Primary Name will be used for this Degree.

If you would like to make any changes please contact the Office of the Registrar

Names

Name Type	Name
Primary	CUNYtest Student
Preferred	CUNYPref1 Student

3 Address Not Started

4 Contact Details Not Started

5 Submit Not Started

## 7. Address: YOU CANNOT CHANGE THE INFORMATION ON THIS PAGE.

Once you visually view the information on the page, **click Next**, in the top right corner of the page to advance to the final confirmation page. Also, please note you do not need to change your address before submitting your graduation application. To change your address: CUNYfirst -> Student Center -> Select Profile -> Select Addresses.

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Application for Graduation

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 Office of the Registrar.

Address Type	Address
Home	385 Hudson St New York NY 10014-3669 New York

Next >

## 8. Contact Details: YOU CANNOT CHANGE THE INFORMATION ON THIS PAGE.

Once you visually view the information on the page, **click Next** in the top right corner of the page to advance to the final confirmation page. Also, please note you do not need to change your contact details before submitting your graduation application. To change your contact details: CUNYfirst -> Student Center -> Select Profile -> Select Contact Details.

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Application for Graduation

Step 4 of 5: Contact Details

Your preferred contact information will be used for this application.

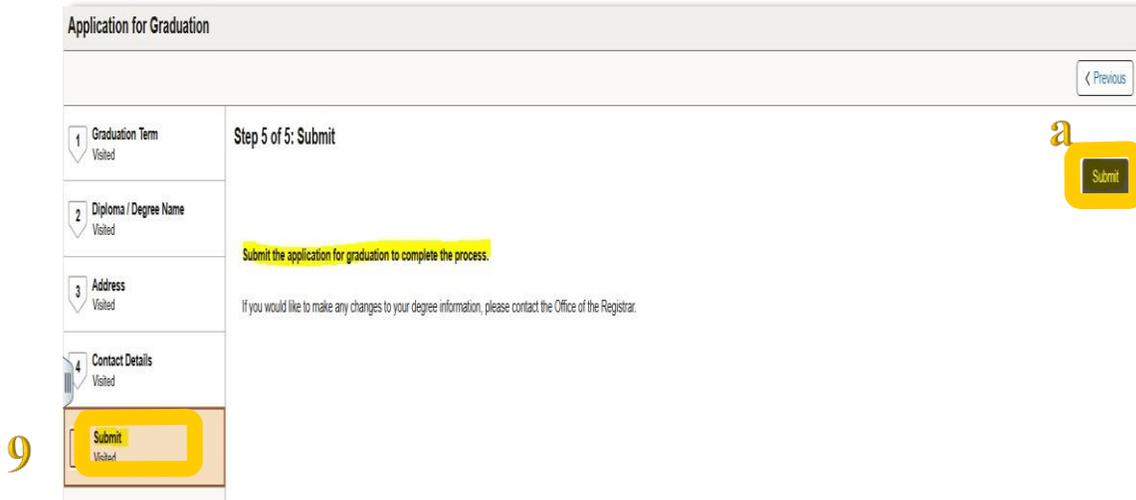
Type	Email	Preferred
Business	youngren.ponnuraj@cuny.edu	<input checked="" type="checkbox"/>
Campus	14philips@gmail.com	<input type="checkbox"/>

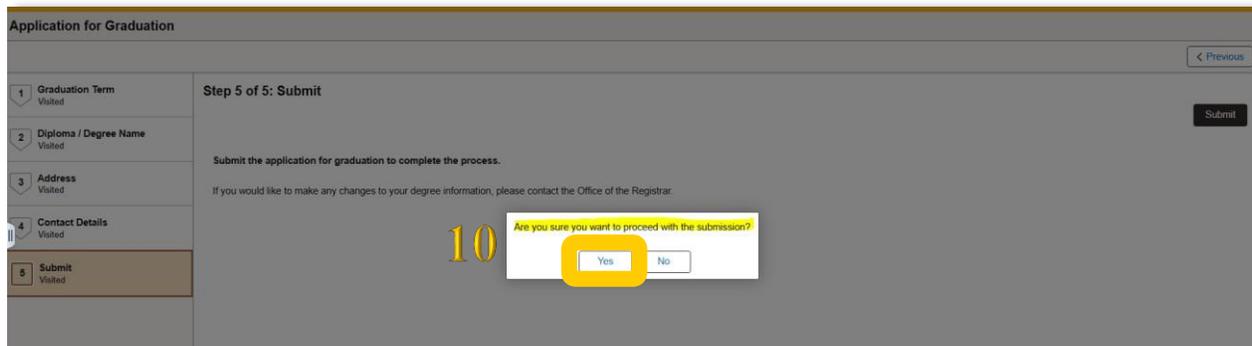
Type	Phone	Preferred
Mobile	212/220-8001	<input checked="" type="checkbox"/>

Next >

**9. Submit Your Application:** 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.



**10. Final Confirmation:** Click the **“Yes”** button on the pop-up confirmation to complete the filing process. **You must click yes for your application to be processed.**



**CONGRATULATIONS!**

**You have completed the submission of your graduation application.**

## Reviewing the status of your application:

1. Access Graduation and Transcripts
2. Click on Application for Graduation
3. Locate Medgar Evers College

Your graduation status will change throughout the review process and may indicate any one of the below:

- **Applied** ~ Your application was submitted to the Registrar's Office.
- **In Review** ~ Your application was processed and is being reviewed. The final assessment will be done at the end of the semester, after all grades are posted, by the Office of the Registrar.
- **Pending** ~ Your application was reviewed, and you are missing requirements or documents. Please discuss this with your assigned academic advisor.
- **Awarded** ~ Your degree was awarded.
- **Denied** ~ your degree was denied. Please contact your assigned academic advisor for more information and to reapply for the next certification date.
- **Not Eligible** ~ You are not eligible to file for graduation online.

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The screenshot shows the 'Application for Graduation' interface. On the left is a navigation menu with options like Course History, View Grades, Honors and Awards, Milestones, Advisors, Application for Graduation (highlighted), View Transfer Credit Report, Evaluate My Transfer Credit, and ePermit. The main content area is titled 'My Academic Programs' and contains instructions to verify program information and contact the Registrar's Office. Below this, there are expandable sections for 'Undergraduate' programs. A table displays the selected program details:

Degree	Plan	Sub-Plan
Bachelor of Science	Computer Science BS	

At the bottom, there is a 'No' button and a 'Select to Edit' button. A yellow callout box highlights the status: 'Status Applied for Graduation'.



**Contact the Registrar's Office  
For Graduation Application  
Assistance At:**

**Phone:** 718-270-6040

**Email:** [gradapps@mec.cuny.edu](mailto:gradapps@mec.cuny.edu)