

## Banner Self-Service Instructions to Apply for Graduation

**NOTE: You will not be able to receive your diploma until all outstanding financial obligations are satisfied. To resolve financial holds please contact the Finance Office: [finance-madrid@slu.edu](mailto:finance-madrid@slu.edu) if you pay in Madrid; or the Office of Student Financial Services: [stdaccts@slu.edu](mailto:stdaccts@slu.edu) / (314) 977-2350 if you pay at the STL Campus.**

1. Go to your [Apps Dashboard](#).
2. Click on the Banner Self-Service – Student icon.
3. Under General Links, click on My Student Profile and on Apply to Graduate.
4. **Graduation Date Selection:** Select the term you expect all your requirements to be completed and your degree awarded.
5. Select the semester in which you will graduate and follow the instructions.

6. Make sure your program of study is correct.

**NOTE:** If inaccurate, immediately contact your Advisor **before** continuing.

If you do not meet the criteria to apply online for graduation, or you have already applied, this message will appear:  No curricula available for graduation application.

If you think you are eligible, and have not already applied, please contact your advisor.

7. **Diploma Name Selection:** You will be able to edit once selected. Please enter your name **exactly** how it should be printed on your diploma, including any special characters and periods after initials.

**NOTE:** If you choose a variation of your official Banner name, then the name on your diploma will not match the name on your transcript, unless you change your Banner name with the Registrar's Office.

8. **Diploma Mailing Address:** You will be able to edit once selected. If you would like your diploma to be mailed to the Madrid Campus Registrar's Office, use the following address:

**SLU Madrid Registrar's Office**  
**Avda. del Valle 34**  
**28003 Madrid (Spain)**

9. **Graduation Application Summary:** Please review for accuracy **before** submitting your application.

10. After you submit, print out the confirmation web page for your records.

Both a **paper diploma and a digital diploma** will be sent to graduates once the degree appears as "Awarded" in the transcript. Graduates only need to order diplomas if they require duplicates.

You can view your application at any time by selecting "**View Graduation Applications**" at the bottom of the confirmation page or you can return to main menu and apply for a secondary curriculum, if applicable.

You can also view the status of your application on your Self-Service Banner **Academic Transcript**.

**Applied to Graduate:** Application successful and being reviewed by your dean's office.

**Pending Review:** Graduation requirements being reviewed.

**Awarded:** Congratulations!

**NOTE:** If you need to change your diploma address or name after your application has been submitted, please send an email from your SLU email account to [graduation@slu.edu](mailto:graduation@slu.edu) and include your Banner ID.

If you have any difficulty or have feedback you would like to share, please contact Patricia Blockmon, Madrid Campus Registrar, by email [registrar-madrid@slu.edu](mailto:registrar-madrid@slu.edu) or phone (+34) 91 554 58 58, ext. 246