


## Banner Self Service Instructions to Apply Online 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 Student Financial Services: [finance-madrid@slu.edu](mailto:finance-madrid@slu.edu) if you pay in Madrid, [stdaccts@slu.edu](mailto:stdaccts@slu.edu) / (314) 977-2350 if you pay at the STL Campus.

1. Under **Student:** Select **Student Records**, then **Apply to Graduate**.
2. **Curriculum Term Selection:** This page is used to select your most current program before selecting the graduation term (see 4. below). Select **Submit** and you should see your program of study to review. (You may need to drop down to select the most current term.)

3. **Curriculum Selection:** After confirming the accuracy of your program of study, select it and **Continue**.

**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.

4. **Graduation Date Selection:** Select the term you expect all your requirements to be completed and your degree awarded.
5. **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.

6. **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)**

7. **Graduation Application Summary:** Please review for accuracy before selecting **Submit**.
8. 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 "**Return to Menu**" to apply for a secondary curriculum, if applicable.

You can 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 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 (91) 554-5858, ext. 246.