Graduation Checklist

❖ Complete the Graduation Application
Applications for graduation are submitted through your KSIS Student Center. All degree requirements must be completed prior to the close of the term in which your degree is to be awarded. Please contact Academic and Student Services for deadline information.

❖ Review your Holds and “To Do” List in KSIS
Visit your KSIS Student Center to ensure you do not have any holds or items listed on your “To Do” list. Your diploma and/or transcript may not be released until all obligations to the university have been resolved. Offices that may place a hold on your records include: Cashiers, Registrar’s Office, and Student Financial Assistance. Advisor holds do not need to be removed.

❖ Submit “Hold for Degree” Transcript Orders
Graduating seniors may continue to order copies of their transcript, at no additional charge, for 14 days after the term ends (14 days from the last day of finals). Those students wishing to have their degrees listed on their final transcripts should place “Hold for Degree” orders. Future transcripts are $15.

❖ Prepare for the Commencement Ceremony
Visit http://www.polytechnic.k-state.edu/academicservices/commencement for information regarding your commencement ceremony.

❖ Check your Diploma Name and Mailing Address
Fall diplomas are mailed in March. Spring diplomas are mailed in August. Summer diplomas are mailed in October. Access your KSIS Student Center to check/update your diploma name and mailing address.

❖ Update your Post-Graduation Information
In honor of your graduation, the K-State Alumni Association and your college have partnered together to give you a one-year membership in the K-State Alumni Association. Please update your contact information at www.k-state.com/newgrad so you can receive your membership card and the K-Stater magazine.

❖ Update your Career Center account
New graduates may continue to utilize the benefits of their free Career Center account for one year following graduation. Network with employers, search for employment, and access the resources available within Career Center. Be sure to update your GPA, your resume, and select “yes” for employer viewing so that employers searching for quality candidates, can access your most current and relevant information available. Please update your account at http://www.polytechnic.k-state.edu/studentservices/careerservices.

❖ Complete your Senior Survey
Watch for your Senior Survey from the Office of Assessment via email. Complete the survey to be eligible for FABULOUS PRIZES provided by K-State Athletics and the K-State Alumni Association.

❖ Apply for Readmission if you Plan to Continue Taking Undergraduate Coursework
If you plan to continue taking undergraduate course work after graduation, you must apply for readmission to the university prior to enrollment www.k-state.edu/apply. You may not re-enter the same degree program in which you have already earned a K-State degree.
Review your Holds and “To Do” List in KSIS

Complete Loan Exit Counseling

If you borrowed a Federal Direct Subsidized or Unsubsidized Student Loan, you must complete Loan Exit Counseling. Failure to complete exit counseling will result in a hold being placed on your University transcript or diploma. You may complete this requirement online and will need your federal student aid PIN to login at https://studentloans.gov/myDirectLoan/index.action.

Loan Exit Counseling will inform you about repayment options, what to do if you are having trouble making payments, loan forgiveness programs, and more. Visit https://studentloans.gov/myDirectLoan/index.action to complete this requirement today!