

How to **Submit** the Graduation Application:

You must complete the entire application in one session. The application cannot be saved and returned to, and you will be timed out after 15 minutes. Please have all of your information ready before you begin.

1. Go to <http://www.svsu.edu/commencement/> and click on the blue “Apply Now” box on the right hand side of the page.
2. Log in with your SVSU username and password. Click Submit.
3. Fill out the appropriate information.
****Some fields will automatically be filled in and others will not.***
4. Once you have filled out the application and hit submit, you will receive a confirmation email from eforms@svsu.edu.

*If you did not receive an email please call the Registrar’s Office.

How to **Pay** the Graduation Fee:

1. Go to my.svsu.edu.
2. Under “Self Service” (Cardinal Direct), click on Students, and then My Financial Account.
3. Make a Payment.
4. Click on the, “Click here to make a payment” link. You will be rerouted to a new webpage called “CASHNet”.
5. Click on “Graduation Application”.
6. The Graduation Application Fee is **\$85.00**. Click on Add to Basket and then Checkout.
7. You can pay with a credit card or electronic check.
8. Make sure you save your payment confirmation number for your records.

***IF YOU DO NOT PAY THE APPLICATION FEE YOUR DEGREE AUDIT WILL NOT BE PROCESSED.**