Once student logs into self service, they will select the “Graduation” item.
Next they will select "Apply to Graduation"

If they already submitted their intent and want to make sure everything is ok click on “View active Graduation Applications”
Now they would select a term from which to pull the curriculum they wish to apply to graduate under. Then click on the Submit button.
From here the student will select the curriculum they wish to apply to graduate under, now in some cases student might see multiple curriculums however the most recent one will be at the top of the list. Then click on Continue.
This page gives a brief detail on curriculum applying to graduate in and then the student will select the term they wish to graduate; usually, they will only see one term, however, in Spring term, Summer & Fall become eligible to apply to graduate in. Then click on Continue.
This page lets student how their name will appear on their diploma. If they wish anything different as indicated in the brief statement above they will look in the help link at the top of the page. Then click on Continue.
Diploma Name Review

If your name is spelled incorrectly or you wish to add an accent mark or additional name, please fill out and return to the Records Department the Current Student Diploma Name Change form which can be found on the web at http://registrar.uic.edu/forms/diploma-name-change.pdf. All name change information must be submitted to the Records Department in the Registrar Office no later than the last day of the term.

Please note: If you are requesting to have a name that is not on file you will need to submit proper documentation. Proper documentation consists of:

1. Birth Certificate or
2. Marriage Certificate or
3. Naturalization Papers

All documents are to be dropped off or mailed to the Office of Registrar, 1200 W Harrison St – Suite 1200, Chicago, IL 60607. Most requests will be granted.

To execute a name change in the student information system, along with a corresponding change to a diploma name, please contact the Registration Unit for more details at 312-996-4385.

Exit Help

This is the detail in the help section.
This form is just informational regarding diploma address. Click on continue.
This form just summarizes the curriculum the student wishes to submit for graduation along with the term they are seeking to graduate in, if correct they click on Submit Request.
Thank you for submitting your application to graduate from the University of Illinois at Chicago. You may print a copy of this page using your browser's print command as confirmation of your submitted application.

Note: If Supplemental data is required use the button on the bottom of this page to submit data; otherwise your application is complete.

Graduation is not automatic; degree candidates must meet University requirements and major requirements. For information about graduation requirements or if you have additional questions, please contact

College of Medicine at Chicago

College of Medicine West (CMW)
1853 W. Polk Street; Room 120
Chicago, IL 60612-7335
Phone: 312-996-8228

Diploma Information:
Your current name as of the last day of classes will appear on the printed diploma. If you would like your name as listed on the graduation information page available from the graduation tab above. If the name is different from the name displayed on the Graduation Information page (for example, using your maiden name, middle initial or special characters such as accent marks, tildes, etc.), please complete the Current Student Diploma Name Change Form to request changes to your name. If you have any questions please contact the Records office by phone at 312-996-4381, M-F 8:30 am to 5:00 pm.

For Spring Graduates Only
All diploma name change request forms must be received by the last week of March at the Records Office at SSB.

For Fall and Summer Graduates Only
All diploma name change request forms must be received by the last day of class at the Records Office at SSB.

Commencement Information:
Diploma Information: Your current name as of the last day of classes will appear on the printed diploma. You can check your name information on the graduation information page using the Graduation tab above. If the name to appear on your diploma is different from the name on the graduation page, please complete the Current Student Diploma Name Change Form to request changes to your name.

The printed diploma will be delivered to your active diploma address, as of the last day of classes. If no active diploma address is created a hold will be placed on your account. The Diploma Address can be created and/or updated from the Personal Information menu in student self-service.

Note: Although you might already have a permanent or mailing address to which you want your diploma to be mailed, we are asking that all upcoming graduates create a diploma address on file.

All changes must be received or update in Student Self Service by the last day of classes. For questions regarding diploma name or address deadlines or requirements, please contact the Office of the Vice Chancellor for Student Affairs.

If your degree information is not correct or information needs to be added, please supply that information by using the Add Supplemental Data option below.

Click on this to add in any additional information for the colleges to see...if students indicate name or address changes this will not be know to the Registrar’s office them must contact us themselves.
This is where students indicate change minor, add concentration not seen in curriculum or to delete a concentration. Once they typed in what they want they would click on submit.
After you submit you’re a supplemental data this is what you will see. Students show print a copy of this page because this is the only place they will see that they transmitted this detail. In view active graduation applications you just see the curriculum information.
If they later want to check that their graduation application has been submitted they can go back to the main menu and select View Active Graduation Applications.
This page will show all active graduation applications that we have on file for them. This form only confirms the applications not how the name will appear on the diploma or the supplemental data you requested.