How to Apply for Graduation

Note: You cannot make changes to the online application once it has been submitted. If you need to change the name that will print on the diploma, the address to where the diploma should be mailed or the graduation date, please email the Office of the Registrar at regis@ecu.edu.

1. Log into Pirate Port with your Pirate ID and Passphrase.

2. Click on the Student Self Service Card.

3. Click on Student Profile.
4. Click on the Apply to Graduate link.

5. Select a Curriculum Term from the Term pull-down menu. This is the CURRENT TERM you are registered in, NOT the term you are planning on graduating in.

6. CAREFULLY Review your degree information. If this curriculum does not accurately reflect your degree information including major, minor or concentration, **DO NOT PROCEED**. This is what is currently in your student record. Please see your advisor or program director with questions or to correct your curriculum before processing.

7. Click the Radio button next to the curriculum you would like to apply for.

If multiple programs are displayed - degree and certificate, double majors, or dual degrees - click one of the radio buttons and continue completing the application process. Once complete, repeat the Apply to Graduate process for the remaining program(s).
If no degree information is available and the following message is displayed under Select Curriculum, the following may have occurred:

- If you are an undergraduate student and have less than 70 earned hours - you will not be able to access the graduation application until you have the minimum of 70 earned hours.
- If you are a graduate student and have less than 12 earned hours - you will not be able to access the graduation application until you have the minimum of 12 earned hours.
- You have already submitted a graduation application.

Contact your academic advisor or program director for further information.

8. Once you have verified that the degree information is correct, click the continue button.

9. Select the Graduation Date from the Graduation Date pull down menu and then click Continue.
10. **NAME FOR DIPLOMA:**
   
   Select a name from the Select a Name for your Diploma pull down menu and click continue.

   ![Diploma Name Selection](image)

   If you choose to enter a “New” name, you will be prompted to enter in the information. Please be aware that the information you enter here will print on your diploma and commencement booklet.

   ![Student Graduation Application](image)

11. Click Continue.
12. MAILING ADDRESS FOR DIPLOMA

Select an Address or enter a new one from the One of your Addresses pull down menu.

If you choose to enter a “New” address, you will be prompted to enter in a new address.

NOTE: Diplomas are mailed approximately 12 weeks from the commencement date. Please enter a diploma mailing address where you can receive the diploma 12 weeks after you graduate.

13. Click Continue.
14. **CAREFULLY review** your information, including Graduation Date, Diploma Name, and Diploma Mailing Information. **IF ANY INFORMATION IS INCORRECT – DO NOT SUBMIT REQUEST.**

15. **When you have verified that the information is correct**, click on the **Submit Request** button.

16. You will see a confirmation page confirming that you have submitted your application for graduation.

17. You will receive a follow up email confirming your graduation application has been submitted and a checklist for the additional steps you need to complete.
To review your application to graduate:

- Log into Pirate Port.
- Click the Student Self Service card.
- Click the Student Profile link.
- Click the View Application for Graduation link.