How to Apply for Graduation


2. Click on the Hamburger icon at the top of the page.

3. Select the PiratePort link.

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

5. Click Banner Self Service Card
6. Click on the **Student Records** link on the Student Tab.

![Student Records](image)

7. Click on the **Apply to Graduate** link.

![Apply to Graduate](image)

8. Select a **Curriculum Term** from the Select a Term pull-down menu.

   **This is the CURRENT TERM you are registered in, NOT the term you are planning on graduating in.**

   ![Curriculum Term Selection](image)

9. Click on the **Submit** button.

10. CAREFULLY Review the 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.**
11. If no degree information is available and the following message is displayed under Select Curriculum your application for graduation has already been processed on your behalf.

If no curricula are available and you have previously submitted a paper application to the Office of the Registrar, please check the View Graduation Applications link below as we have processed that application on your behalf.

12. **Once you have verified the degree information** and you have determined that it is correct, select the radio button next to the current program you would like apply for and click the continue button. **If you have two programs – degree and certificate, double majors, or dual degrees – you will have to do an application for graduation for each program.**
13. **Select** the Graduation Date from the **Graduation Date pull down menu** and then **click Continue**.

14. **Select a name** for your Diploma from the **One of your Names pull down menu** and **click continue**.

15. If you choose to enter a “New” name, you will be taken to a screen to **enter in the information. Click Continue** when done.

*** **NOTE**: Be careful when entering this information. What is entered in this screen is what will appear on your diploma. ***
16. **Select** an Address for your Diploma from the **One of your Addresses** pull down menu. **Click Continue.**

![Diploma Mailing Address Selection](image)

17. If you choose to enter a “New” address, you will be taken to a screen to enter in the information. **Click Continue** when done.

*** **NOTE:** Be careful when entering this information. What is entered in this screen is where your diploma will be mailed. ***

![Diploma Mailing Address Selection](image)

18. **CAREFULLY review** your information, including; Graduation Date, Ceremony, Diploma Name, and Diploma Mailing Information. **IF ANY INFORMATION IS INCORRECT – DO NOT SUBMIT REQUEST.**

![Graduation Application Summary](image)
19. **When you are sure that the information is correct**, click on the **Submit Request** button.

<table>
<thead>
<tr>
<th>Diploma Mailing Address</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Street Line 1:</td>
<td>123 Elm Street</td>
</tr>
<tr>
<td>City:</td>
<td>Greenville</td>
</tr>
<tr>
<td>State or Province:</td>
<td>North Carolina</td>
</tr>
<tr>
<td>ZIP or Postal Code:</td>
<td>28590</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Curriculum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Program</td>
</tr>
<tr>
<td>Master of Science</td>
</tr>
<tr>
<td>Level:</td>
</tr>
<tr>
<td>Program:</td>
</tr>
<tr>
<td>College:</td>
</tr>
<tr>
<td>Campus:</td>
</tr>
<tr>
<td>Major and Department:</td>
</tr>
<tr>
<td>Major Concentration:</td>
</tr>
</tbody>
</table>

[Submit Request]

***NOTE: **DO NOT press the back button** once you have clicked the Submit button or you will receive the following message***

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

21. 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 “Banner Self Service Links” widget.
- Click Continue button on pop up window
- Click Student Records link on the Student Tab.
- Click View Application To Graduate link.

**IMPORTANT:** If you change your curriculum after you have applied to graduate (add a minor, drop a minor, change a minor, concentration, etc.), YOU MUST NOTIFY the Office of the Registrar at regis@ecu.edu to have your graduation application updated.