Applying for Graduation

You can now use myNKU on a computer, phone, or tablet to apply for graduation.

Log in to myNKU, and select “Apply for Graduation”.

The top of the page will display the address the diploma will be mailed to. This can be changed by clicking “Update”.

Diploma will be mailed to

123 Any Street
Florence KY 41042 US

Enter a new address, and click “Diploma Address” to change where the diploma will be mailed. This can be different from your Current or Permanent Address.

Questions?
Contact the IT Help Desk at https://inside.nku.edu/it/help.html or (859) 572-6911.

Updated: 8/16/2021
You will see the list of degrees you are ready to apply for. For Undergraduate degrees, you must meet the credit hour minimum; for Graduate degrees, you must meet the GPA requirement. Eligible degrees will be marked as “Ready to Apply”.

Click a degree to apply for graduation. There are several key pieces of information here:

- **Diploma Name**: the name that will appear on your diploma. Click and type to change.
- **Graduation Term**: the term you will graduate. You will see the fee associated with each term. This amount will be added to your account in myNKU.
- **Do you intend to Complete Coursework before End of Semester?**: This will typically be “No, I will finish at end of term”. However, if you will finish before the end of the semester, such as with accelerated coursework, you can select it here.

You will also see your Minor(s) and/or Specializations at the bottom of the screen. Check the box to agree to the graduation fee, then click “Submit”.

Questions?
Contact the IT Help Desk at [https://inside.nku.edu/it/help.html](https://inside.nku.edu/it/help.html) or (859) 572-6911.
This will return you to the main screen, where you will see “Graduate Candidate” by the appropriate degree.

A few things to note:

- If you apply for more than one degree in a term, you will only be charged once.
- After you apply for a degree, you can still change the “Diploma Name”. Simply click the degree and follow the earlier steps. If you have applied for multiple degrees, you will have to change the name for each degree.
- If you need to withdraw your graduation application, simply click the degree and find the “Withdraw” button. Your account will be credited the application fee if you will not be graduating that semester.

Questions?
Contact the IT Help Desk at https://inside.nku.edu/it/help.html or (859) 572-6911.

Updated: 8/16/2021