

# OnBase Forms User Guide: **Application for Graduation**

Please read the information below **before** completing the Application for Graduation form. Once your form is approved at the department level by our office and submitted to the University Office of Graduate Studies (OGS), the graduation fee will then be charged onto your Student Account. Please continue to check your MySacState Student Center on a regular basis so that you will be able to pay the \$76.50 graduation fee before the due date indicated in your Student Center.

Please be aware that this is a university form and the instructions and deadlines that are on the form are **not** correct for MSA Students. Please disregard the instructions on the form and instead follow the steps below.

If you are submitting an Advancement to Candidacy form you should also be submitting an Application for Graduation form at the same time or if the coming semester will be your last, you must submit this form by the deadlines listed below.

## MSA PROGRAM APPLICATION FOR GRADUATION DUE DATES:

- January 15th** for Upcoming Fall graduation
- September 15th** for Upcoming Spring/Summer graduation

## STEP BY STEP INSTRUCTIONS FOR COMPLETING APPLICATION FOR GRADUATION FORM:

Please read all instructions **BEFORE** completing the Graduation Application. There is also an **EXAMPLE** of a completed form below.

1. Log into your MySacState with your proper CSUS credentials using your correct Saclink username and password.



2. When your MySacState Page opens, scroll down and navigate to the OnBase Forms button.
  - The OnBase Forms tab is located between the Outlook email symbol and the OneCard Symbol



3. After clicking the OnBase Forms button, you are given multiple forms to choose from. Click on the form labeled: GRAD Application for Graduation (Student).
4. Enter your MSA student ID
5. Check the appropriate degree classification. For MSA, it should be: MASTERS OF SCIENCE (MS)
6. Please enter your **full legal name** used while attending the university. Your preferred name will **NOT** be used on your diploma **UNLESS** you have officially changed your preferred name to your legal name with the **Registrar's Office**.
7. Please enter the address to which you would like your diploma sent as well as your best contact phone number and email address. If you move, it is the responsibility of the student to submit a "[Data Change Form](#)" so your diploma can be sent to the correct address.
8. Please select your graduation term and enter your graduation year. Be very careful to double check your entry.
9. Please select which culminating requirement you plan to take. **Note:** The ACCY 501 Culminating Experience project in Accounting and Ethics course is considered a "Project"
10. Please enter your MSA 501 Project title: "ACCY 501 - ACCY 501 Culminating Experience project in Accounting and Ethics".
11. Enter you name in the Student Signature line

**SEE BELOW FOR AN EXAMPLE OF A COMPLETED APPLICATION FOR GRADUATION:**

Application for Graduation for Graduate Students

**GRAD for Graduate Students** | **Instructions**

Graduation and diploma fee(s) are \$76.50 and will be assessed on the Student Center for Spring, Summer, and Fall graduation. Term of graduation will not be reflected on the Student Center until the fees are paid.

Submitted By  
 Student  Graduate Coordinator

**Student Information**

Student ID\* 102012714 Form # 141878  
 First Name\* SERENA Middle Name S Last Name\* HOFFMAN  
 Email\*  Phone\*   
The value must be an Alphanumeric value.  
 The value cannot be longer than 70 characters.  
 This field is required.

Diploma Mailing Address: Your diploma will be sent to the address below. If you move before graduation, please complete a [Data Change Form](#) and return to the Office of Graduate Studies.

Address 1\* 6000 J Street  
 Address 2   
 City\* Sacramento State\* CA Zip\* 95819  
 Country USA  
 Graduation Term\* SUMMER Year\* 2023  
 Select appropriate degree classification\* MASTERS OF SCIENCE (MS)  
 Program\* MS in Accountancy Concentration   
 Culminating Requirement\*  Thesis  Project  MA/S Comprehensive Exam  Dissertation  Doctoral Project  
 Title of Thesis/Project/Dissertation\* ACCY 501 Culminating Experience Project in Acct and Ethics  
 Signature\* Serena Hoffman Date\* 09/13/2022

**Submit**

GRAD Application for Graduation (Staff) 202201314 (Template: 234; Revision: 7)

**ABOVE IS AN EXAMPLE OF A COMPLETED Application for Graduation Form for an MSA Student. Please make sure whatever is in these boxes match YOUR OWN personal information.**

**ONCE YOU CLICK SUBMIT, YOU SHOULD BE REDIRECTED TO A CONFIRMATION PAGE WITH THE FOLLOWING MESSAGE:**



**Form Submitted Successfully.**

Thank you for submitting your form with OnBase. Your form will be reviewed and processed accordingly. You will receive an email notification when your form review process is complete.

IRT OnBase

## YOU WILL ALSO RECEIVE THE FOLLOWING MESSAGE IN YOUR INBOX:

**NOTE** –Once your form is approved at the department level by our office and submitted to the University Office of Graduate Studies, the graduation fee will then be charged onto your Student Account.

**Please continue to check your MySacState Student Center so that you will be able to pay the \$76.50 graduation fee before the due date indicated in your Student Center.**



Dear **Lucas**:

Thank you for submitting your **Application For Graduation For Graduate Students**. Once your form is approved at the department level, the graduation fee will be charged onto your student account.

**It is important that you check your MySacState Student Center and pay the \$76.50 graduation fee before the due date indicated in your Student Center.**

**Notes:**

1. Graduation Application received by the deadline date (February 1 for spring/summer graduation; October 1 for fall graduation) with fee paid by the fee deadline will make the Commencement program (eligible for Commencement tickets and name appears in Commencement Booklet).
2. Graduation Application received after the deadline (February 1 for spring/summer graduation; October 1 for fall graduation) and/or fee paid after the fee deadline may not make the Commencement program (may not be eligible for Commencement tickets and name may not appear in Commencement Booklet).

**Sincerely,**  
Office of Graduate Studies



California State University, Sacramento  
6000 J Street, Sacramento, CA 95819  
Campus Main Phone: (916) 278-6011  
[www.csus.edu](http://www.csus.edu)