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 the Graduate Programs office (GPO) and submitted to the University Office of Graduate Studies (OGS), the graduation fee will then be charged onto your Student Account. The GPO will send an email to you when your form has been submitted to the university so you will know when to check your MySacState Student Center on a regular basis and be able to pay the $145.00 graduation fee before the due date indicated in your Student Center.

Please be aware that the College of Business GPO has its own deadlines, specific to MSA students, which are always earlier than the dates on the university forms. Please follow the steps below.

If you are submitting an Advancement to Candidacy form, you can submit an Application for Graduation form at the same time, even if it's not your correct deadline yet. 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 Spring/Summer graduation
T*he university will have the Application for Graduation form available in OnBase from December 1st through January 15th. The form will not be available for you to complete before December 1st*

☐ **September 15th** for Upcoming Fall graduation
T*he university will have the Application for Graduation form available in OnBase from May 1st through September 15th. The form will not be available for you to complete before May 1st.*
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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 on the right side between the 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:

SACRAMENTO STATE

Application for Graduation for Graduate Students

| GRAD for Graduate Students | Instructions |

Graduation and diploma fee(s) are $145 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 #
448895

First Name
SERENA

Middle Name
S

Last Name
HOFFMAN

Email *
[red box]

Phone *
916-278-6391

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 *
95608

Country
USA

Graduation Term *
FALL ▼

Year *
2025

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 *
09/03/2025

Submit

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:

SACRAMENTO STATE   APPLY   EXPERIENCE   GIVE   ☰   🔍

OnBase Forms

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 the GPO and submitted to the University Office of Graduate Studies, the graduation fee will then be charged onto your Student Account.

**The GPO will send an email to you when your form has been submitted to the University so that you will know when to check your MySacState Student Center and be able to pay the $145 graduation fee before the due date indicated in your Student Center.

CALIFORNIA STATE UNIVERSITY

SACRAMENTO

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** $145 **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

SACRAMENTO STATE

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

👍 Good Job! You're Done!