

# SO YOU THINK YOU'RE READY TO GRADUATE?

Before submitting your graduation application, please make sure you have completed the following:

- (1) Have you declared your concentration? If not, [click here](#) to do so.
- (2) Check your **Campus Academic Advisement Report (CAAR)** and make sure all sections are checked off either green or yellow (NOT red).

**The application MUST be submitted before:**

Spring Semester: Preceding November 15

Summer Term: Preceding February 15

Fall Semester: Preceding June 15

Winter Intersession: Preceding September 15

**PLEASE NOTE:** After the deadline, there is an additional late fee of \$25.

Please follow the steps below.

1.

Complete the **GS-10 Advancement for Candidacy** form first **before** you apply for BUS 5995A or BUS 5990. Then apply for graduation for the upcoming semester.

[CLICK HERE FOR THE GS-10 FORM.](#)

2.

Email the completed and signed form to **Belem Enciso** at [belem.enciso@calstatela.edu](mailto:belem.enciso@calstatela.edu).

3.

Complete the **Graduation Application** form.

[CLICK HERE FOR THE APPLICATION](#)

4.

Pay the fees associated with the application and print a copy of the receipt of payment.

5.

Email the graduation application and the copy of the receipt of payment to **Belem Enciso** ([belem.enciso@calstatela.edu](mailto:belem.enciso@calstatela.edu)) for her email signature.

6.

Submit the graduation application along with the copy of receipt payment and email approval to Graduation Office at [GraduationOffice@cslanet.calstatela.edu](mailto:GraduationOffice@cslanet.calstatela.edu).

7.

Monitor your GET account for updates.