## Overview

The **Graduation** tile in myRMIT allows you to view the status of your graduation applications, apply to graduate and change your graduation options including graduation ceremonies.

## Before you begin

- Ensure that you are eligible to apply for graduation. Refer to *RMIT graduation ceremonies - RMIT University* for more information.

The **Graduation** tile in myRMIT lists all graduation applications that you are eligible for and graduation applications that you have initiated application for.
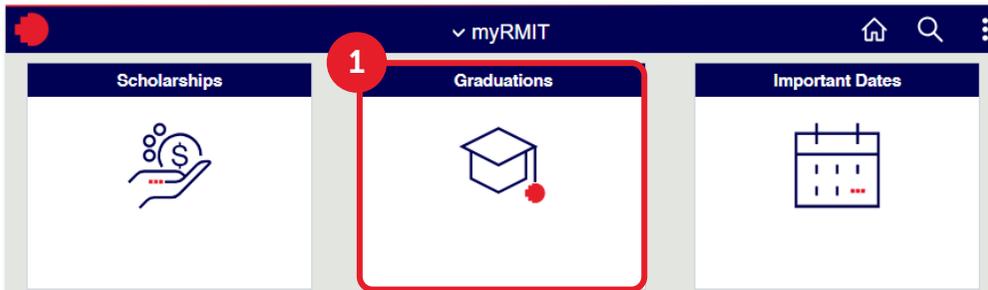
📌 ▪ The Graduation tile will remain empty until you are eligible to apply.

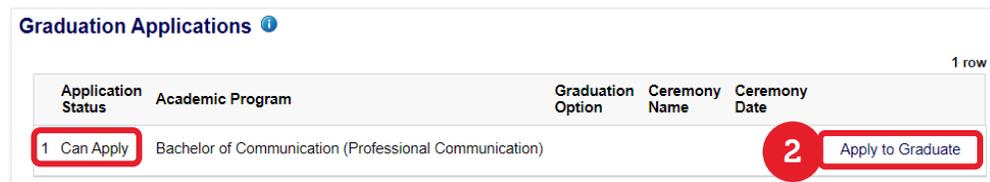## Navigation

**myRMIT Home Page > Graduation tile**

The **myRMIT home page** displays.

**Step 1.** Click the Graduation tile to access the Graduation Applications page.

**Graduation Applications** page displays. The available graduation application will show **Can Apply** as the **Application Status**.
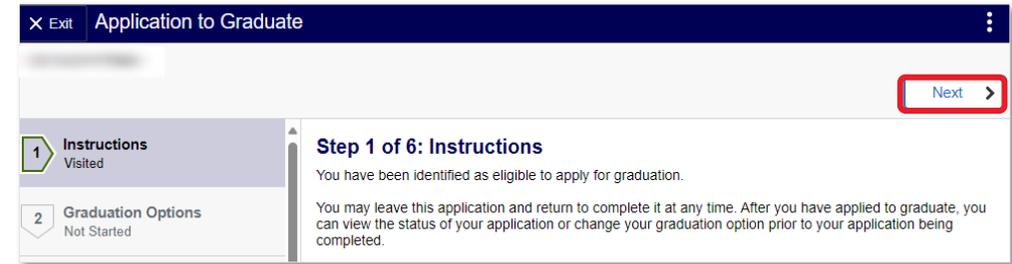
**Step 2.** Click the **Apply to Graduate** button for the relevant **Academic Program**.

The **Application to Graduate** page for the relevant Academic Program displays. You must complete 6 steps to successfully submit the graduation application.
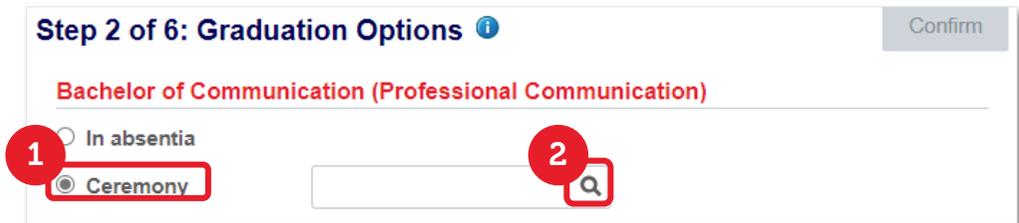
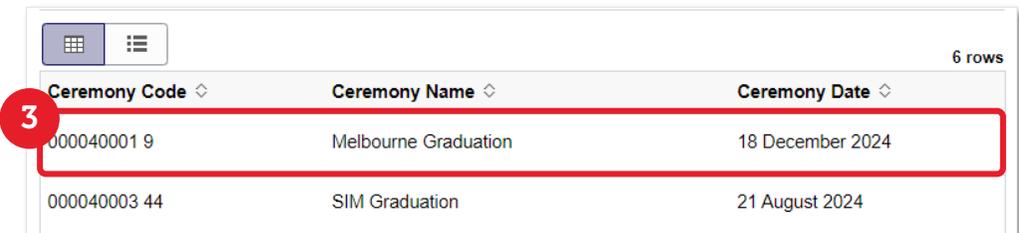**Step 1 of 6: Instructions**

Click **Next** to progress.

**Step 2 of 6: Graduation Options**

**Step 1.** Select **In absentia** or **Ceremony** based on preference. For example, select **Ceremony** to attend the graduation ceremony in person.

**Step 2.** Click the **LookUp** icon to select the ceremony venue.

**Step 3.** Select a ceremony from the list of available options.

| Ceremony Code | Ceremony Name | Ceremony Date |
|---|---|---|
| 000040001 9 | Melbourne Graduation | 18 December 2024 |
| 000040003 44 | SIM Graduation | 21 August 2024 |

**Step 4.** Click **Confirm**.

**Step 5.** Click **Next** to progress.

**5** ❮ Previ    Next ❯

**4** Confirm

## Step 2 of 6: Graduation Options ⓘ

### Bachelor of Communication (Professional Communication)

○ In absentia

◉ Ceremony    000040001 9 🔍    Melbourne Graduation 18 December 2024

## Step 3 of 6: Name Order

This step allows you to confirm the way your name appears on the Testamur. Testamur is the student's graduation certificate.

**Step 1.** Select name against the given rows 1, 2 and 3.
**Step 2.** Click **Submit**.
**Step 3.** Click **Confirm** after viewing the name order.
**Step 4.** Click **Next**.

**4** ❮ Previ    Next ❯

## Step 3 of 6: Name Order ⓘ

**3** Confirm

Confirm the order of your name to be printed on the testamur. Please note: Your chosen name order will apply to all current graduation applications.

**Anh Thi Nguyen**

To change the order of your name, select an option below.

3 rows

**1**
| 1 | Anh |
| 2 | Thi |
| 3 | Nguyen ⌄ |

**2** Reset    Submit

## Step 4 of 6: Confirm Contact Details

This step allows you to confirm your contact details. RMIT will send official graduation communications to your personal email address and/or current mailing address.

**Step 1.** Edit details, if required. Click the contact to edit.
**Step 2.** Click **Confirm**.
**Step 3.** Click **Next**.

**3** ❮ Previ    Next ❯

## Step 4 of 6: Confirm Contact Details ⓘ

**2** Confirm

### Email

| Email Address | Email Type | Preferred |
|---|---|---|
| @gmail.com | Personal | ❯ |

## Step 5 of 6: Career Status Survey

Your response helps RMIT to understand and plan for the careers and employability needs of its students.

**Step 1.** Provide relevant answers and click **Save Answers**. Answers cannot be changed once the page is saved.
**Step 2.** Click **Next**.

**2** ❮ Previ    Next ❯

## Step 5 of 6: Career Status Survey

**1** Save Answers

Your response helps RMIT to understand and plan for the careers and employability needs of its students.

**\*1.** Select the statement that best describes your current career status

○ I am in fulltime work, or have accepted an offer with an employer

○ I work as a freelancer or own my own business

○ I am looking to undertake further study

○ I am looking to work as a freelancer or set-up my own business

○ I am looking for fulltime work, but I have not decided what career I want to undertake

What's next...

**Step 6 of 6: Verify and Submit**

Step 1.  Click **Accept** to verify all details provided and acknowledge the note mentioned in this step.



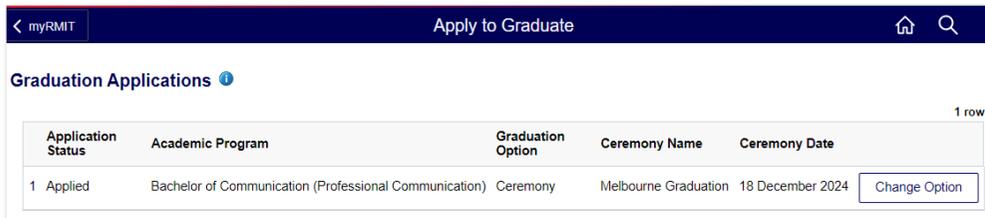The **Graduation Application** page displays. **Application Status** is now changed to **Applied**.



You have successfully submitted the Graduation application on myRMIT.