

## **How to Apply for Graduation in Five Easy Steps**

**Before applying to graduate, please visit the ARC in Humanities 112 to ensure you have 120 units and all of your GE requirements covered.**

1. Get your application for graduation by completing the Senior Exit Survey (MySFSU/Gateway---> Student Center--->Academics--> Apply for Graduation).
2. Using the attached sample as a guide, along with your unofficial transcripts and Orange Sheet as references, fill out the application. **Typed applications are preferred. Hand written applications must be legible.**
3. Bring your application materials (application, transcripts, Orange Sheet) to a faculty advisor for approval and signature.
4. Submit your application (with major advisor's signature and related materials) to BECA's Main Office in CA 133 for approval by the Chair.
5. Upon notification of the Chair's approval, pick up your signed application.

### **Important:**

- Unofficial transcripts can be found in your SFSU Student Center.
- List transfer courses as they are known at their home institution.
- Extra Foundation Core classes may be used as electives.
- List only enough classes to fulfill BECA graduation requirements.
- Classes taken in the current semester should be listed as IP (In Progress).
- You may list a maximum of 6 units from any combination of the following courses: 576, 685, 695, 699.