How to Apply for Graduation Using the MyBenU Upgrade

1. Log into MyBenU

   ![MyBenU Login](image)

2. Click on the Academic Records tile

   ![MyBenU Dashboard](image)

[Continued on next page]
3. Click on **Apply for Graduation** in the left side menu bar

4. Select your academic program (degree or certificate) by clicking on the correct option designation.

**NOTE**: If the degree and/or major/minor/certificate is not correct, **do not** proceed further until you have completed and submitted a [Change of Academic Plan form](#) to the Office of the Registrar either via email to [Registrars@ben.edu](mailto:Registrars@ben.edu) or by dropping the form off at Lownik 103. The form is halfway down the page on the right under “Student Forms.” Once you have received an email in your BenU email that your record has been updated, you may then apply for graduation.
5. If the degree and major/minor/certificate are correct, click on the option designation and then click on the **Apply for Graduation** link on the right and follow the steps to complete the application.

![Program: Undergraduate](image)

6. You will be asked to select the anticipated graduation term. Your coursework must be completed prior to the conferral date of this term.

7. Verify that your information is correct, including your degree and major/minor/certificates.

8. Once your application is complete, you will see a notification window that you have successfully applied for graduation.

9. The graduation fee associated with this application will be added to your student account and payment is due within seven business days.