1. Open your browser and go to [https://myci.csuci.edu](https://myci.csuci.edu) or connect through [www.csuci.edu](http://www.csuci.edu) and click on the myCI icon.

2. On the sign-in page:
   a. Enter your Dolphin Name* (ex. first.last)
   b. Enter your Dolphin Password*
   c. Click on "Sign in" to log in.
   *Both are case sensitive.

3. Once you are logged into myCI, click on CI Records

4. In your Student Center, navigate to the Academics section and in the dropdown select Apply for Graduation

5. You will be presented with the Program and Degree page.
   a. Confirm that the information displayed is correct.
      • If the information is not correct, please contact the Registrar’s Office.
   b. Select the Academic Program for which you wish to apply for graduation.
6. You will now be presented with the Select Graduation Term page.
   a. Select your Graduation date from the dropdown.
   b. Click Continue

![Select Graduation Term page]

7. The final page is the Verify Graduation Data page.
   a. Verify that all information is correct.
      • If the Program or Term are not correct, click Select Different Program/Term button to choose a different Value.
   b. Once you have verified, click Submit Application to process.

![Verify Graduation Data page]

8. You will receive confirmation that you have successfully applied for graduation.

![Submit Confirmation]

*Note: Please allow a minimum of 24 hours for the Graduation Application Fee to post to your account.*