How to Apply for Graduation in SIS; Go to Page Two for How to Enter Your Diploma Name and Diploma Mailing Address in SIS (if you’re not able to attend Commencement)

- Log in to SIS at [go.tufts.edu/sis](go.tufts.edu/sis)
- Go to the top navigation bar and click the tab, Academics.
- Use the drop-down filter and select the option, Apply for Graduation.
- This brings you to a page with the headline, “Submit an Application for Graduation.” You will see your degree program listed and to the right click the breadcrumb titled, “Apply for Graduation.”
- This brings you to a page with the headline, “Select Graduation Term.”
- Use the drop-down filter to select the term, (e.g., Fall 2020, Spring 2021, Summer 2021), and click “Continue” and then click “Submit.”
- **If you are a dual-degree student**, after you complete the steps above for your Friedman degree, if you have not already Applied for Graduation at your other Tufts school, click “Select Different Program” and follow all of the steps above again since you need to Apply for Graduation at both of your Tufts schools.
How to Enter Your Diploma Name and Your Diploma Mailing Address in SIS  
(If you haven’t updated your Diploma Name already in SIS)

- After you completed the Apply for Graduation step above and you see the SIS message that you successfully applied, go back to the top navigation bar and click the tab, Academics (again).
- Use the drop-down filter and select the option, Apply for Graduation (again).
- Click “View Graduation Status.”
- Click “Update Your Diploma Name” and follow the prompts to update your name (e.g., add your middle name, middle initial, or remove middle name, etc.) as you would like it to appear on your Diploma (and in the Commencement Booklet and announced at Commencement) and click, “Save.” IMPORTANT TO NOTE: IF YOU DON'T SPECIFICALLY ADD A NAME TYPE FOR THE DIPLOMA NAME FIELD IN SIS YOUR NAME WILL BE LISTED AS BLANK WHEN WE RUN A LIST TO SUBMIT TO THE DIPLOMA PUBLISHER.
- In addition, if you are not planning to attend Commencement, click the “Update Diploma Address” to provide the address where you want your diploma to be mailed (no P.O. Boxes).
| **Program:** Graduate Degree | **Tufts University | Friedman School** |
|-------------------------------|-------------------|
| **Degree:** Master of Science | **Status:** Applied for Graduation |
| **Degree Program:** Food Policy & Applied Nut (MS) | **Expected Graduation Term:** Spring Term 2017 |

**Student Information**

- Update your Diploma Name: 
- Update your Diploma Address: 