Emory College Degree Application Process

Step 1: Complete the OPUS Application

A. In OPUS, select the Graduation & Commencement tile as shown.

*In order to access this tile, your expected graduation date must be for the current term. Check your expected graduation date in OPUS and complete [this form](mailto:ec.graduation@emory.edu) if you need to update your graduation term. Changes may take up to 48 hours to process. If you are within 2 days of the application deadline, please contact ec.graduation@emory.edu for support.*

B. Navigate through each item on the left navigation menu, which includes confirming your diploma name, diploma mailing address, and your post-graduation contact information. Confirming this information is important to ensure accurate diploma printing and mailing.

C. At the Apply for Graduation tab, select your academic program. For Emory College students, this will be Bachelor of Arts or Bachelor of Science. Next, select your Expected Graduation Term from the drop-down menu. The current term should be the only option.

D. Click “Submit Application.” You will be directed to the confirmation page as shown. Save a screenshot of the OPUS confirmation page and/or the email confirmation for use in Step 2 below.

**Please note:** If you are applying to graduate after the application deadline (October 31, 2023) you will be unable to complete the OPUS Application online. Please complete the paper degree application and upload during Step 2 of this process.

Step 2: Emory College Degree Application

Use [this link](mailto:ec.graduation@emory.edu) to access the Emory College Degree Application and complete the following tasks:

- Enter contact information and details about your academic program(s)
- Complete Student Activities Questionnaire + Senior Exit Survey
- Obtain a signature from your major/minor department(s) to confirm that you have completed all major/minor requirements
- Upload these documents for review by OUE staff
- Review, sign, and submit the application

Once submitted, you will be able to track your graduation application via [College Connect](https://www.emory.edu). Questions about this process, or graduation in general, may be directed to ec.graduation@emory.edu.