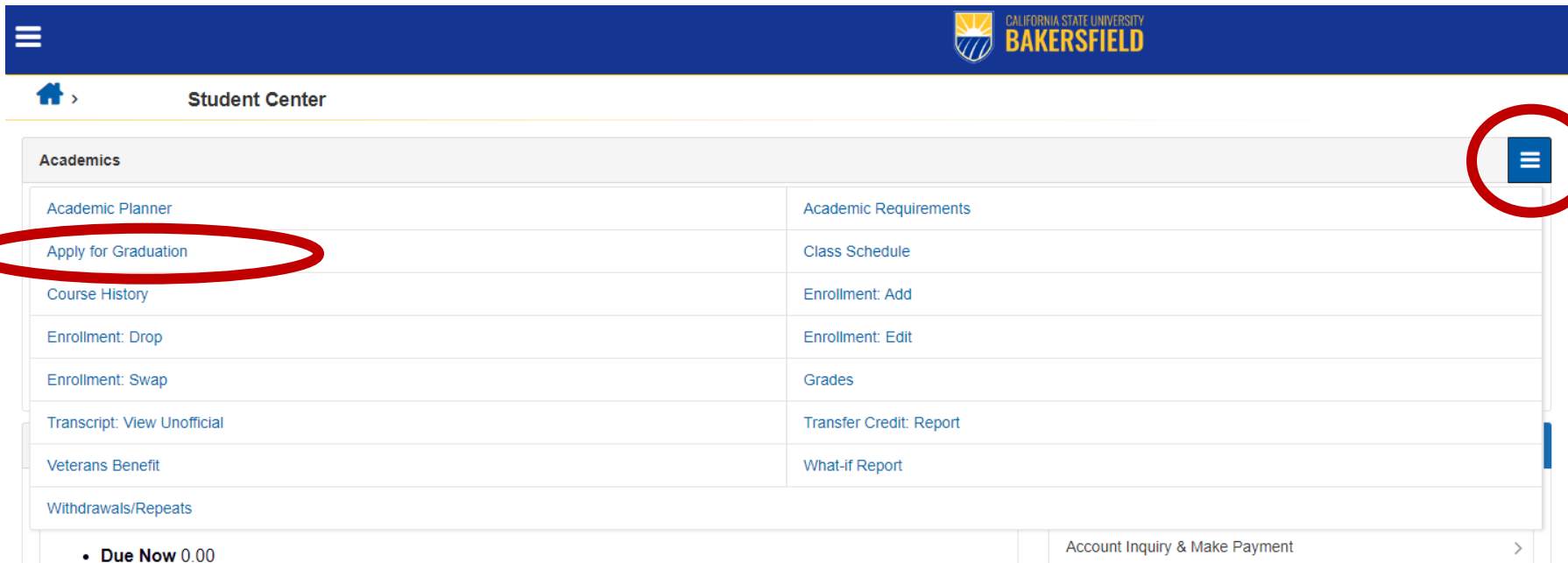


HOW TO CHANGE YOUR DIPLOMA NAME OR ADDRESS

Step 1: Go to your myCSUB student center and select the drop down menu in the Academics section. Once there, select **Apply for Graduation**.



Navigation: Home > Student Center

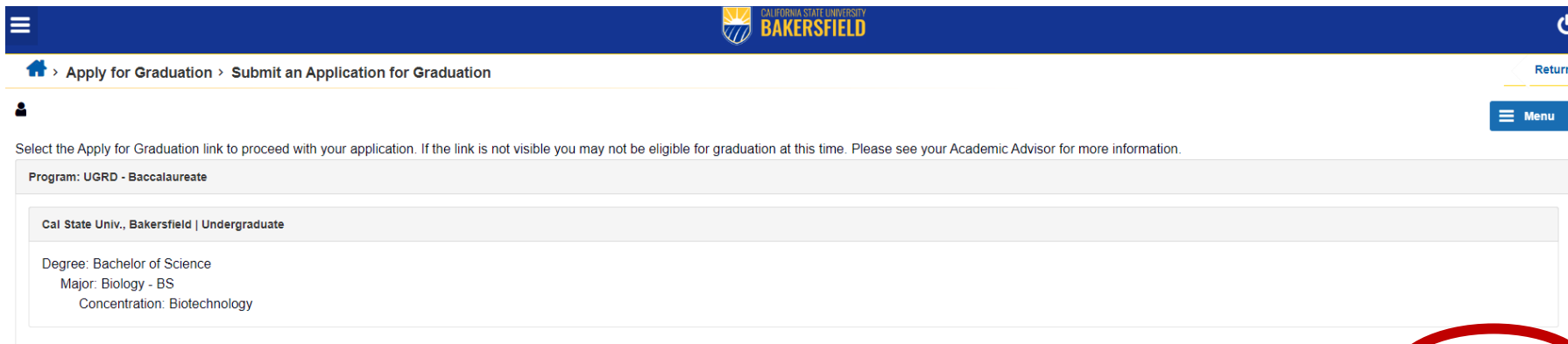
Academics

Academic Planner	Academic Requirements
Apply for Graduation	Class Schedule
Course History	Enrollment: Add
Enrollment: Drop	Enrollment: Edit
Enrollment: Swap	Grades
Transcript: View Unofficial	Transfer Credit: Report
Veterans Benefit	What-if Report
Withdrawals/Repeats	

• Due Now 0.00

Account Inquiry & Make Payment >

Step 2: Select View Graduation Status



Navigation: Home > Apply for Graduation > Submit an Application for Graduation

Return

Menu

Select the Apply for Graduation link to proceed with your application. If the link is not visible you may not be eligible for graduation at this time. Please see your Academic Advisor for more information.

Program: UGRD - Baccalaureate

Cal State Univ., Bakersfield | Undergraduate

Degree: Bachelor of Science
Major: Biology - BS
Concentration: Biotechnology

[View Graduation Status](#)

Step 3: Under Student Information, verify that your Diploma Name and Diploma Address are displaying correctly. If not, please select “Update Diploma Name” or “Update your Diploma Address” (**please note that depending on your browser these may not appear as links, but clicking on the words will direct you to the correct page**).

Program: UGRD - Baccalaureate

Cal State Univ., Bakersfield | Undergraduate

Degree: Bachelor of Science
Major: Biology - BS
Concentration:
Biotechnology
Status: Applied for Graduation
Expected Graduation Term:
Fall 2023

Student Information

The name and address below will be used to print and mail your diploma. Changes can be made using the links below. Changes made after the last day of graduation term may not be included in our diploma order and fees for replacement may apply.

[Update your Diploma Name](#)

[Update your Diploma Address](#)

Step 4: When updating name or address you will take the following steps. Select “Add a new address.”

ADDRESS TYPE	ADDRESS	
Home	Bakersfield, CA 93312 Kern	
Mail	Bakersfield, CA 93312-6722 Kern County	Edit
Permanent	Bakersfield, CA 93312-6722 Kern County	Edit

[Add a new address](#)

Step 5: Enter the new address and Click OK

California State University BAKERSFIELD

Home > Edit Address Return

Menu

Edit Address

Country: United States [Change Country](#)

*Address 1: 9001 Stockdale Highway

Address 2:

Town or City: Bakersfield

State: CA CALIFORNIA

Postal: 93311

OK Cancel

Step 6: Select the box for “Diploma” and click Save.

California State University BAKERSFIELD

Home > Addresses > Add a new address Return To Current Addresses

Menu

Address Types

Home * Mail * Permanent **Diploma**

Add a new address

9001 Stockdale Highway
Bakersfield, CA 93311

[Edit Address](#)

Date changes will take effect (EXAMPLE: 12/31/2000)

Save

Step 7: Return to the Graduation Status Page (Apply for Graduation, Graduation Status) to ensure that your Diploma Name and Diploma Address are showing correctly.

The screenshot shows the 'Graduation Status' page for a student at California State University, Bakersfield. The page is divided into several sections:

- Program:** UGRD - Baccalaureate
- Cal State Univ., Bakersfield | Undergraduate**
- Degree:** Bachelor of Science
- Major:** Biology - BS
- Concentration:** Biotechnology
- Status:** Applied for Graduation
- Expected Graduation Term:** Fall 2023
- Student Information**

The 'Student Information' section contains the following text:

The name and address below will be used to print and mail your diploma. Changes can be made using the links below. Changes made after the last day of graduation term may not be included in our diploma order and fees for replacement may apply.

[Update your Diploma Name](#)
Madison Kathleen

[Update your Diploma Address](#)
9001 Stockdale Highway
Bakersfield, CA 93311

The diploma name and address are circled in red in the original image.