

OAKLAND UNIVERSITY

Graduate Study and Lifelong Learning GRADUATION APPLICATION INSTRUCTIONS

How to Apply for Graduation

- 1) Log onto SAIL (sail.oakland.edu or click the SAIL button from inside the student portal)
- 2) Select Student Services, and then Student Records
- 3) Click on Apply to Graduate
- ***Be sure to read the directions at the top of each page***
- 4) Select the most recent term, and click Submit
- 5) Verify your current program, and click Continue
- 6) Select your graduation date, and click Continue
- 7) Indicate whether you will attend Commencement, and click Continue
- 8) Select your diploma name, and click Continue
- 9) Edit your middle name and suffix, if applicable, and click Continue
- 10) Select the mailing address for your diploma, and click Continue
- 11) Edit your diploma address, if needed, and click Continue
- 12) Carefully review all information, then click Submit
- 13) A confirmation page will be displayed
- 14) Follow the directions to reserve tickets for Commencement