# GRADUATION APPLICATION GUIDELINES

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1. **BannerWeb Access**

From the main home page of the University of Cyprus’ website click on the link **BannerWeb** (Found at the lower right corner of the home page).

In the new web page that opens, click on the link **Enter Secure Area**. Your **User Name** and **Password** must be entered correctly to gain access to BannerWeb. The User Name and Password are the same credentials you use to access your web mail. After entering your User Name and Password, click **Login**.

2. **Main Menu**

Following entry to the BannerWeb application, two groups of information can be accessed via the Main Menu, i.e. Personal Information and Academic Information.

To be able to apply for your expected graduation and the graduation ceremony, you need to choose the links **Academic Information**, **Student Records** and **Apply to Graduate**.

3. **Curriculum Term Selection**

Select a term to determine curriculum for graduation application.

4. **Curriculum Selection**
In the following screen you must select your curriculum that you are expected to graduate. Then you must press the "Continue" button.

5. Graduation Date Selection

You should now select the date of the graduation ceremony. Actually you need to select the academic term that you are expected to graduate and then you must press the "Continue" button.

6. Graduation Ceremony Selection

You must indicate whether you are planning to attend the graduation ceremony. Please note that if you are not attending the ceremony you need to select the "No" button. If this is the case you must contact the Graduate School of the University of Cyprus to arrange receipt of your diploma.
7. Name printed on the Diploma

All the students that are expected to graduate must complete the following information regardless of whether they should be able to participate in the ceremony.

According to a decision of the Senate, your full name will be printed on the diploma awarded with lower case greek characters as it appears on your identity card or passport. Foreign language names will be printed in latin characters.

Your full name as it is already registered in the Banner system will be displayed in the next page. If you select the “New”, blank fields will appear in the next page where you must enter your name. If you select the “Current Name” your name as it is registered in the Banner system will appear.
8. Name Printed on the Diploma in Latin Characters

You need to insert your name in latin characters. It is noted that your full name will be printed on the diploma awarded with lower case greek characters as it appears on your identity card or passport. Foreign language names will be printed in latin characters.

You must also upload a copy of your identity card or passport by clicking the browse button in jpg, gif or tif format. The name of this file needs to be with english characters.

![Diploma Name Selection](image-url)
9. Graduation Application Summary

Please check the following information that will be submitted for your application to graduate and then press "Submit Request".

10. Information

For inquiries regarding the graduation application please contact the Information Systems Office of the AASW Service (tel.: 22894032 or 22894195, emails: adonisc@ucy.ac.cy or theaq@ucy.ac.cy).

For further information regarding the Graduation Ceremony please contact the Graduate School (tel.: 22894044, email: fgs@ucy.ac.cy).