
Degree Posting & Diplomas FAQs

How do I apply for graduation?

Upon completion of the requirements for a degree, students must apply for graduation to have their degree posted to their academic records and to receive a diploma. In addition, all tuition and fee payments must be settled. The graduation fee is \$175 (participation in commencement is included.) [2023-2024 Graduation Application \(office.com\)](#)

When will my degree post?

Degrees will post after all coursework and non-coursework requirements are complete and all grades have been recorded. Non-coursework requirements include clearing any balance and payment of the graduation fee. Generally, degrees are posted within 1-4 weeks after the term has ended assuming the students' degree requirements have been met.

When will I receive my diploma?

Diplomas are ordered when a student's degree posts and take about 6-8 weeks. The diploma will be mailed to the address listed on the students' degree application. If it is requested that a diploma be picked up the student will receive an email or phone call when the diploma is available.

My degree is posted. How do I order transcripts?

Sofia University official transcripts are ordered online via the National Student Clearinghouse. [Click here to access transcript requests and payments through our online service.](#)

Will I receive my diploma at the graduation ceremony?

A diploma cover is handed out at the commencement ceremony that students can keep for storing their diploma if they would like. The actual diploma will be mailed to the student or available to pick up after all of their degree requirements are met.

I haven't been notified of my degree posting and I am missing grades. What do I do?

If a student is missing grades they should touch base with the professor that taught the course and ask them to submit grades for the course.