

## **Graduation Application Manual**

## **1. SUBMIT AN APPLICATION:**

- 1) Log in to the Student Self Service Portal with your student ID and password: <u>https://campus.udst.edu.qa/</u>
- 2) From the Student Self Service Homepage, go to E-Services



3) Select Apply for Graduation to start your application

Student Homepage		E-Services		ଜ	Q	۵	:
	Program Transfer	Varsity Sports Scholarship	Enrollment Acknowledgement				
	<b>*</b> ®						
	Letters	Apply for Graduation					

4) Click **Add** button to start new request, then click **Add** again

C E-Services	Graduation Application	ଜ	Q	4	1
New Search	View Graduation Application				
	i No results found.				
	+ Add	Chart 🤇	No	0	٥
	1				

Craduation Application	Graduation Application	ŵ	Q	۵	:
	Request ID 170				
	Add Clear				

5) Clicking Add will direct you to the application page with **pre-populated details** as follow:

Craduation Application	Graduation Application	ŵ	Q	Δ	1
Request ID	170				
Application Status	In Progress				
Student ID	12				
Student Name					
	Note: Your name spelling must match your passport				
Academic Career	Credit				
Program	Bachelor of Business Administration in Human Resource Management				
Cumulative GPA					
	Note: The minimum GPA required for graduation for Undergraduate programs is 2.00 & for Graduate programs is 3.00.				
*Graduation Term					
Submit Request					

- 6) The application status will set to In Progress by default
- 7) Select your expected graduation term from the Graduation Term dropdown

Graduation Application	Graduation Application	ŵ	Q	4	1
Request ID	170				
Application Status	In Progress				
Student ID	123				
Student Name					
	Note: Your name spelling must match your passport				
Academic Career	Credit				
Program	Bachelor of Business Administration in Human Resource Management				
Cumulative GPA					
	Note: The minimum GPA required for graduation for Undergraduate programs is 2.00 & for Graduate programs is 3.00	83			
*Graduation Term					
Submit Request					

8) You will only see the list of terms for which the application is open



9) After selecting the Graduation Term, you will be able to **Submit** the application

Graduation Application	Graduation Application	ŵ	Q	۵	1
Request ID	170				
Application Status	In Progress				
Student ID					
Student Name					
	Note: Your name spelling must match your passport				
Academic Career	Credit				
Program	Bachelor of Business Administration in Human Resource Managament				
Cumulative GPA					
1	Note: The minimum GPA required for graduation for Undergraduate programs is 2.00 & for Graduate programs is 3.00	i.			
*Graduation Term	Winter 2026 v				
Submit Roquest					

- 10) After clicking **Submit Request**, the system will check if you meet the eligibility requirements for graduation. If you do not qualify, a message will appear to inform you of your ineligibility.
- 11) If you meet the eligibility requirements, your application will be successfully submitted, and you will receive a confirmation message.

wote, your name spelling must match your passport	
Academic Career Credit	
Program Bachelor of Business Administration in Human Resource Management	
Your graduation application has been successfully submitted. Please check this page for updates on your application status.	
OK	e programs is 3.00.

12) Students can open the submitted application to find the status of their application which is found in the **Apply for Graduation** page

C E-Services	Graduation Application	Q A	:
<ul> <li>▶ New Search</li> <li>→ Status</li> </ul>	View Graduation Application 1 results found.		_
Submitted (1)	Chart 🥥	No	\$
Plan     Bachetor of Business     Administration in Human     Resource Management (1)	Image: Program (Plan (Program (Plan (	Statu t Subm	1 row is 0 nitted

13) Students can find updates on their Graduation Application status in the outlined fields

✓ Search Results	Graduation Application	4
	Request ID 181	
Applic	ation Status Submitted	
	Student ID	
St	udent Name	
	Note: Your name spelling must match your passport	
Acad	emic Career Credit	
	Program Bachelor of Business Administration in Human Resource Management	
Cum	sulative GPA	
	Note: The minimum GPA required for graduation for Undergraduate programs is 2.00 & for Graduate programs is 3.00	6
Grad	Juation Term Spring 2025	
Gradu	ation Status Graduation Tracking Assigned	
Grad	Audion Note application in program	
Cancel Request		

## 2. CANCEL AN APPLICATION:

Students can cancel their graduation application before the passing of the deadline to apply date. Once an application is canceled, it cannot be re-submitted.

- 1) Log in to the Student Self Service Portal with your student ID and password: <u>https://campus.udst.edu.qa/</u>
- 2) From the Student Self Service Homepage, go to E-Services

3		- Stude	nt Homepage		ଜ	Q	۵	:
	Student Attendance Status	E-Services	Academic Records	Financial Account				Î
			٨	1				
	Manage Classes	Profile	Tasks					
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3) Select Apply for Graduation

Student Homepage		E-Services		ඛ	Q	۵	:
	Program Transfer	Varsity Sports Scholarship	Enrollment Acknowledgement				
	<b>*</b> ®						
	Letters	Apply for Graduation					
	<u>l</u>						

4) Click on the submitted application

E-Services	Graduation Application	<u>ጉ</u>	Q 4	:
New Search	View Graduation Application			
- Status	1 results found.			
Submitted (1)	Char	t 🕖	No	•
← Plan	+ Add			1 row
Bachelor of Business Administration in Human	Request ID 0         ID 0         Full Name 0         Program 0         Plan 0		Sta	tus 0
Resource Management (1)	181 410 Bachelor of Business Administration in Human Resource Mana	gemen	t Sub	mitted
	0			

## 5) Click Cancel Request

Kersh Results U.S.	iouation Application 4
Request ID 181	
Application Status Submitted	
Student IO 000000	
Student Name 2005 Carcours (1995)	
Note: Your name spelling r	nust match your passport
Academic Career Credit	
Program Bachelor of Business Adm	inistration in Human Resource Management
Currolative GPA	
Note: The maximum GPA is	equired for graduation for Undergraduate programs is 2,00 & for Graduate programs is 3,00.
Graduation Term Spring 2025	
Graduation Status Graduation Tracking Asso	ned
Graduation Note application is program	

6) Your application status will be updated to Canceled