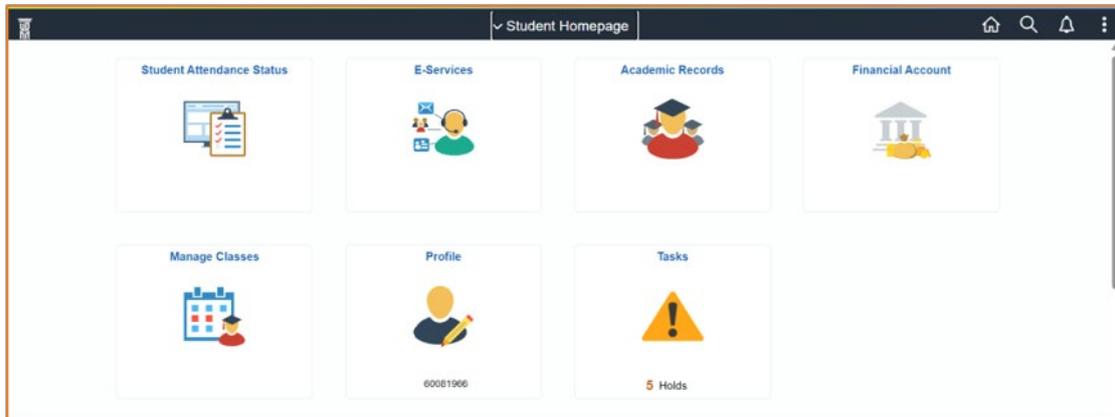




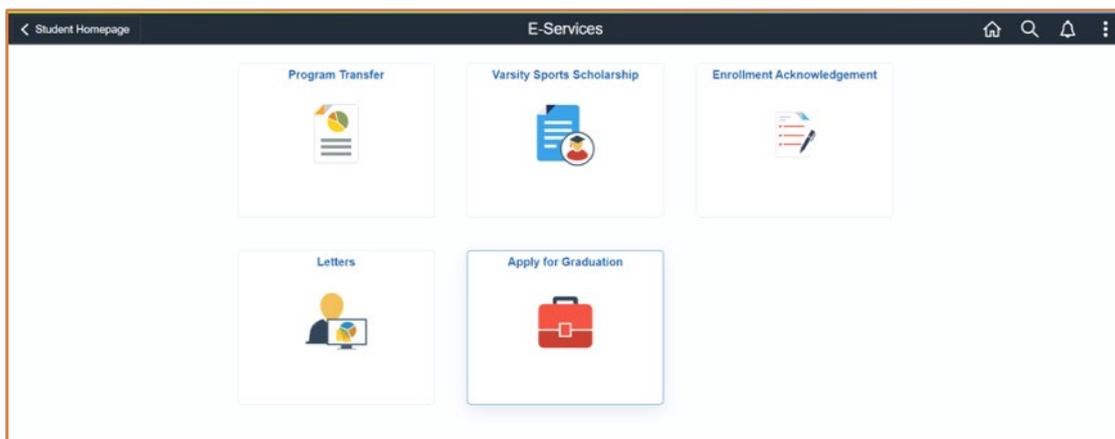
Graduation Application Manual

1. SUBMIT AN APPLICATION:

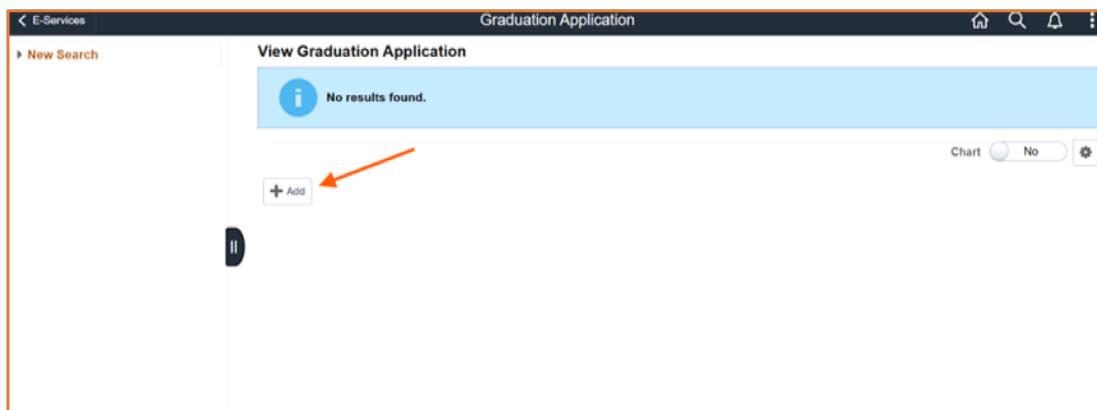
- 1) Log in to the Student Self Service Portal with your student ID and password:
<https://campus.udst.edu.qa/>
- 2) From the Student Self Service Homepage, go to **E-Services**

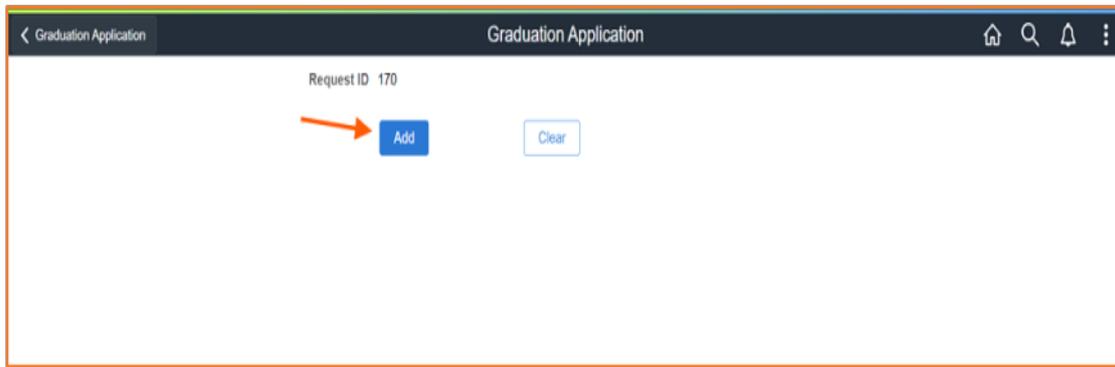


- 3) Select **Apply for Graduation** to start your application

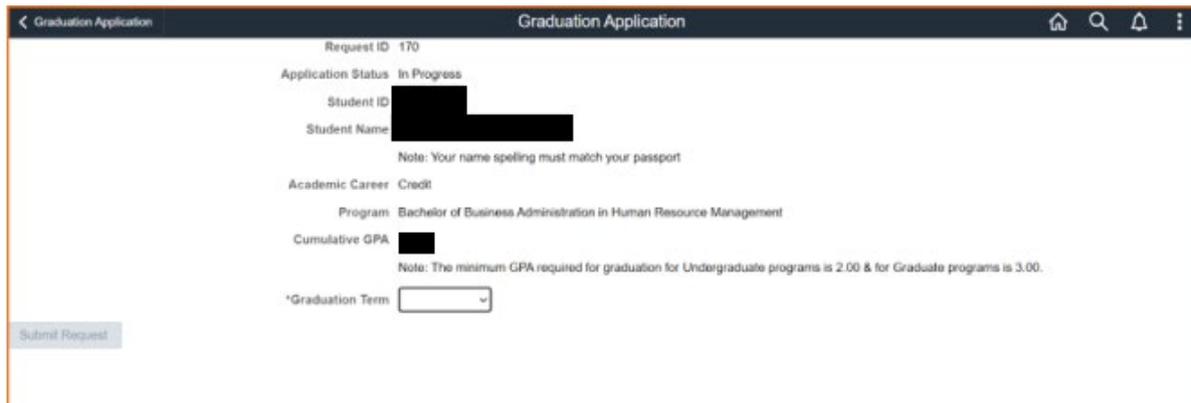


- 4) Click **Add** button to start new request, then click **Add** again



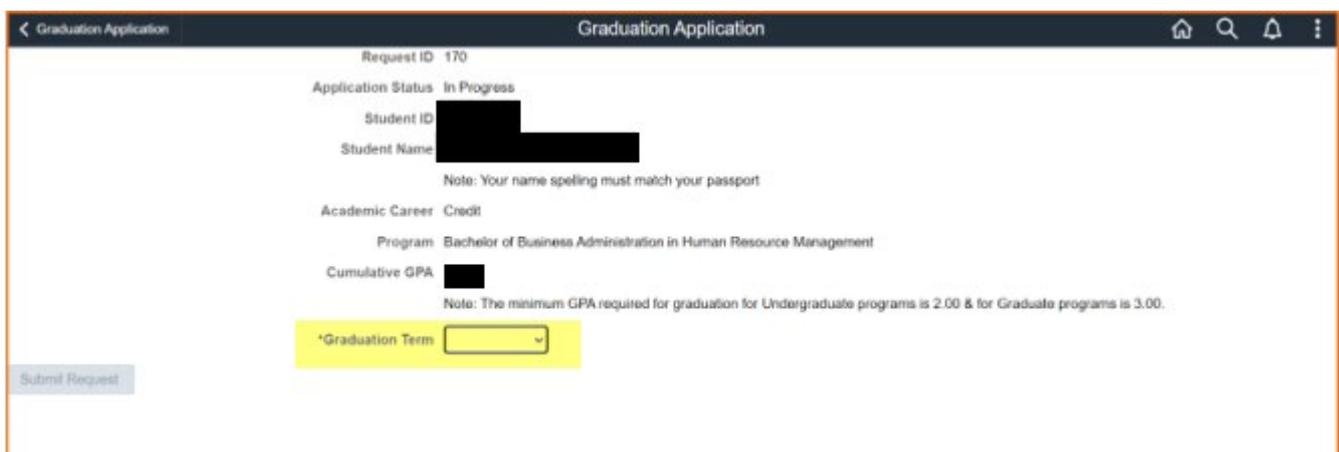


5) Clicking Add will direct you to the application page with **pre-populated details** as follow:

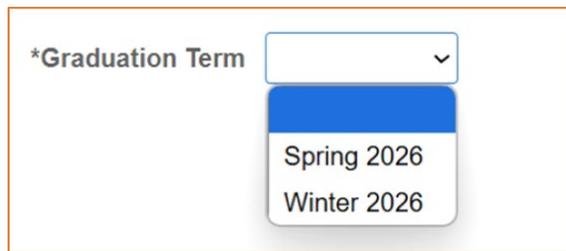


6) The application status will set to **In Progress** by default

7) Select your expected graduation term from the **Graduation Term** dropdown



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

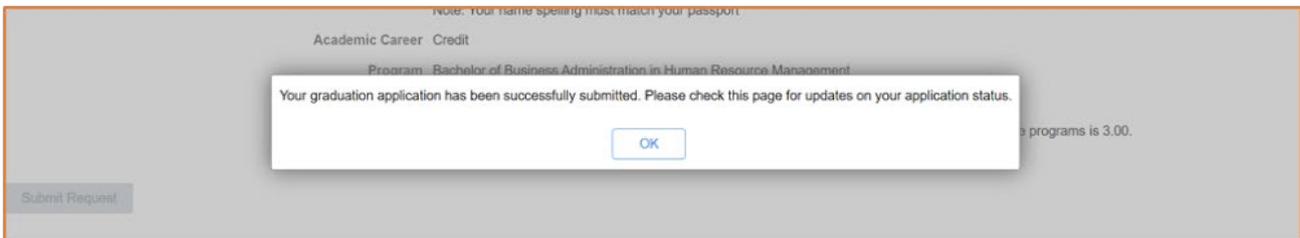


9) After selecting the Graduation Term, you will be able to **Submit** the application

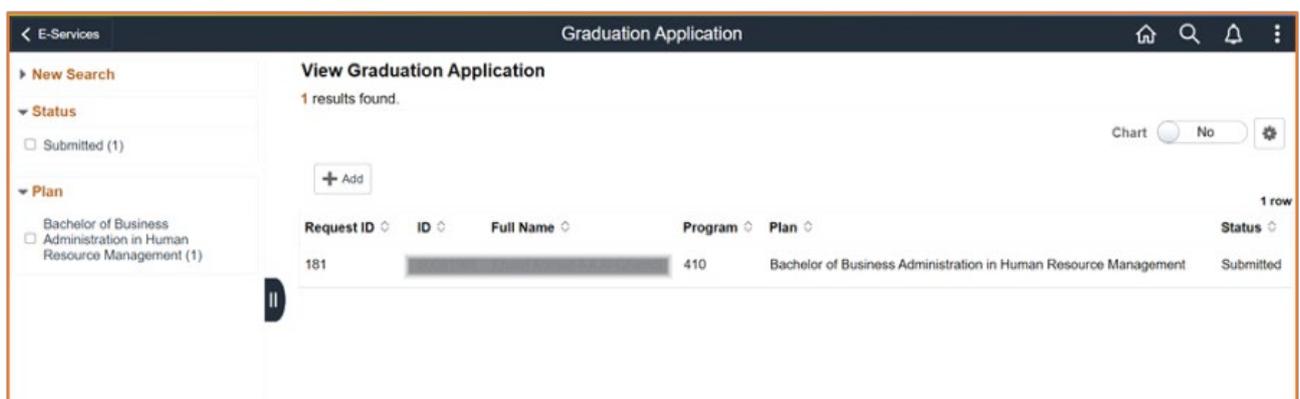


10) After clicking **Submit Request**, the system will check if you meet the eligibility requirements for graduation. If you do not qualify, a message will appear to inform you of your ineligibility.

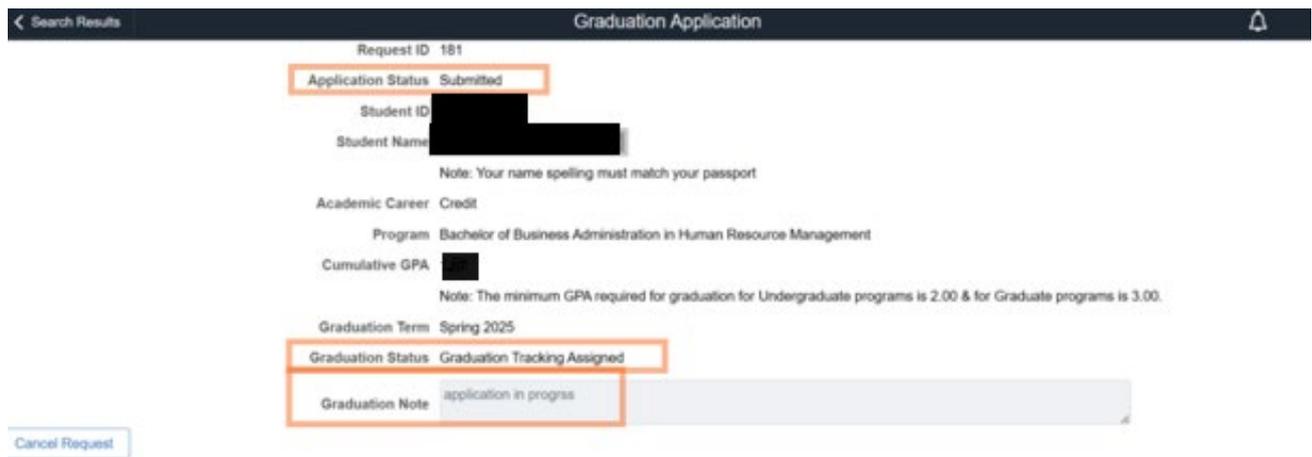
11) If you meet the eligibility requirements, your application will be successfully submitted, and you will receive a confirmation message.



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



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

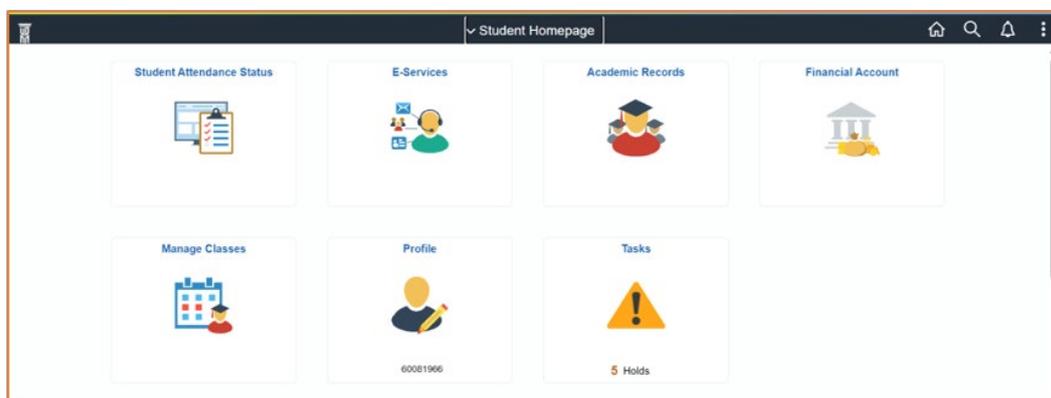


2. CANCEL AN APPLICATION:

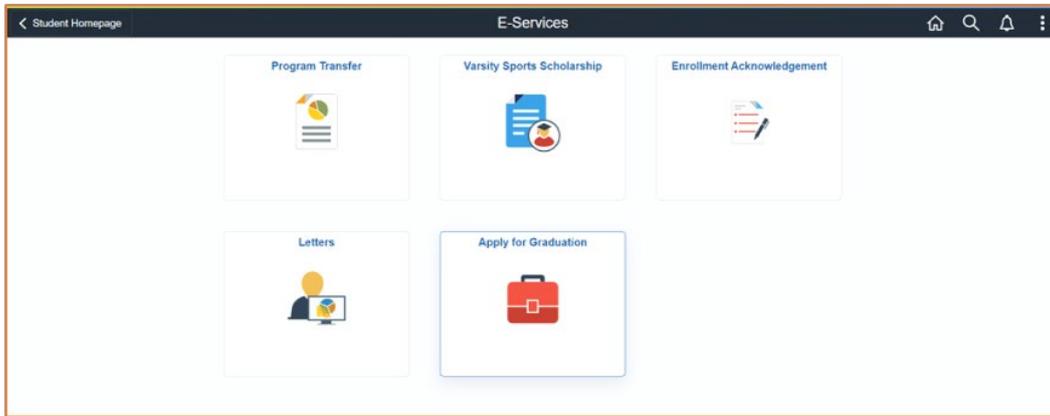
Students can cancel their graduation application before the passing of the deadline to apply date. Once an application is canceled, it cannot be re-submitted.

1) Log in to the Student Self Service Portal with your student ID and password:
<https://campus.udst.edu.qa/>

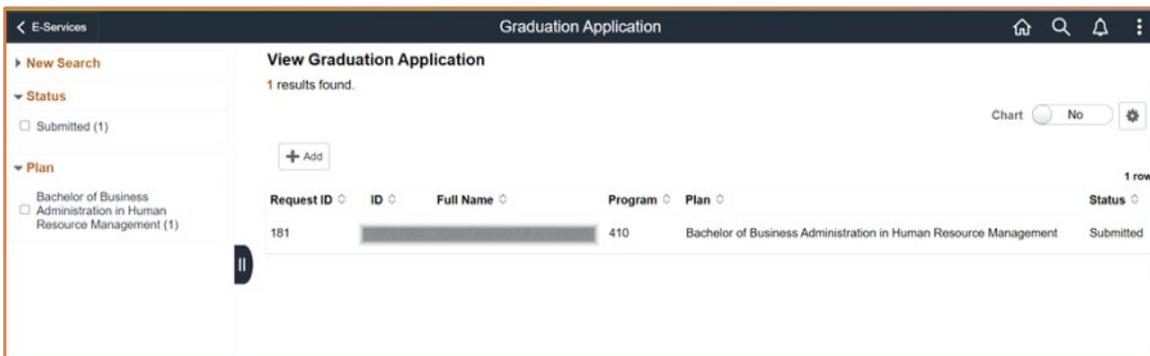
2) From the Student Self Service Homepage, go to **E-Services**



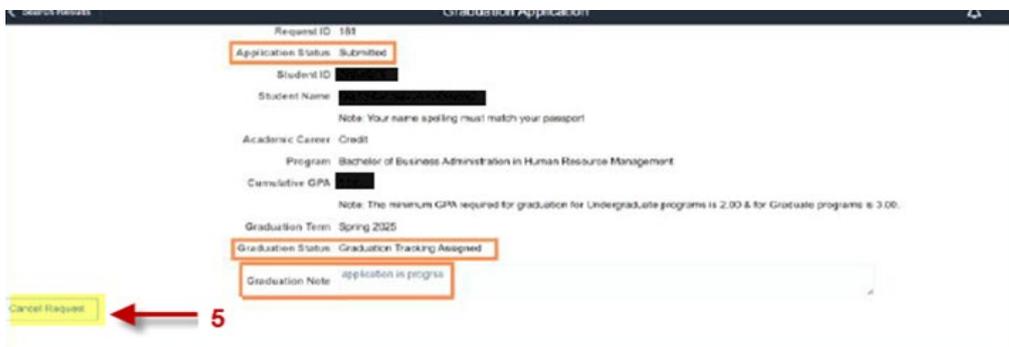
3) Select **Apply for Graduation**



4) Click on the submitted application



5) Click **Cancel Request**



6) Your application status will be updated to **Canceled**