How to Apply for Graduation (Degree and/or Certificate)

Step 1. Log into your SOAR account at https://info.usm.edu/soar/

Step 2. Select the Self Service option from the menu.

Step 3. Select Self Service > Student Center

Step 4. In the drop down list in the “Academics” section, select Application for Graduation or Application for Certificate.
Step 5. Click on

Step 6: Read instructions carefully. *The system will auto populate your name and USM email.*

Step 7. Enter the address where your diploma should be mailed. Note: *diplomas are mailed 6-8 weeks following commencement; therefore, you should make sure the address you list reflects where you will be 6-8 weeks after graduation.*
Step 8. Select the correct “Expected Graduation Term”

Step 9: **MAKE SURE POP-UP BLOCKER IS TURNED OFF BEFORE CLICKING ON THE LINK.** If you receive a “SAVED” message but no degree application, then you have a pop-up turned on that is preventing the application from processing. You will need to turn off the pop-up blocker and begin with Step 4.

Step 10: Once your application populates, check for accuracy. Your name and email address will auto populate as they appear in SOAR. Verify the mailing address for the diploma. Print the application and proceed with steps as listed on the application.