

## **HOW TO APPLY AND SUBMIT AN ONLINE GRADUATION APPLICATION:**

- STEP 1 GO TO <https://banweb.concordia-ny.edu>
- STEP 2: LOG IN with your Username\* and Pin\*\*
  - Your Username is your Student ID Number: C00xxxxxx
  - Your Pin, NOT the same as your network password.
- STEP 3: SELECT STUDENT TAB, then
- STEP 4: SELECT STUDENT RECORDS, then
- STEP 5: SELECT STUDENT APPLICATION TO GRADUATE, then
- STEP 6: SELECT APPLICABLE TERM, THEN
- STEP 7: SELECT AND OR TYPE THE REQUESTED INFORMATION AND SUBMIT YOUR APPLICATION.

**After you submit the application, you can view it by selecting DISPLAY STATUS OF GRADUATION APPLICATION.**

If you see anything on the application that does not appear to be correct such as the degree, OR if you have any questions, OR need assistance with the online Graduation Application, please contact the Registrar's office at 914-337-9300 extension 2104.