INSTRUCTIONS FOR DEVRY ONLINE STUDENTS TO APPLY FOR GRADUATION

In order to receive your DeVry diploma and complimentary transcripts, a graduation application must be submitted to the Academic Records department. The online form is about 10 questions in length and takes no more than 5 minutes to complete.

Please note that all financial obligations must be met before DeVry can release any official documents. If these obligations are not met, it is still essential that you submit the Graduation Application as soon as possible so that your access to Career Services, commencement ceremonies and other alumni benefits is not adversely affected.

You may complete and submit the application by visiting the following website and selecting the drop-down menu items as explained below.

1) Go to the following website: [https://dvuo.custhelp.com](https://dvuo.custhelp.com)
2) To log in, type in your Student DSI number and password. Your default password is your last name in lowercase letters
3) Once you are logged in successfully, you will be returned back to the home page
4) Select the "Questions/Requests/Register for Class" tab located on the top, middle left of the screen
5) Select "DeVry-Undergraduate Online" from the first drop-down list option
6) Select "Student Services" from the second drop-down list option
7) Select "Academic Records Request" from the third drop-down list option
8) Select "Graduation Application" from the fourth drop-down list option

Feel free to contact me directly if you have any questions. My contact information is below.

Polly Murphy
Graduation and Alumni Relations Advisor, Career Services
DeVry Inc.
1200 E. Diehl Road
Naperville, IL 60563
p: 877-496-9050 (option 3)
e: [http://help.devry.edu](http://help.devry.edu)

*DeVry Online Central Florida Students*: If you plan to walk in the Orlando graduation ceremony, you will also need to let the Orlando campus know that you’ll be there by completing an Orlando campus graduation application so we know how you’d like your name announced and printed in the graduation program. This can be found at:

[www.orl.devry.edu](http://www.orl.devry.edu), then click on Student Services
Click on “Graduating Student Info” and when the page changes, click on “Undergrad” packet and print it out.