APPLYING FOR GRADUATION

These steps are for **graduate students** that have received the email notice that they are eligible to apply for graduation.

1. Login to the [MyUTRGV](https://myutrgv.utrgv.edu) student portal using an approved web browser. Banner 9 Self-Service Registration is recommended on this web browser:

2. Select the Application **ASSIST**.

3. Click on **Student Profile**.

   ![Student Profile](image1.png)

4. The student profile Landing page is displayed. On the left side menu, click **Application to Graduate** to start the application process.

   ![Application to Graduate](image2.png)

   **Note:** Applying for graduation will incur a graduation application fee upon completion of process.
5. Select the most recent term from the drop-down menu to display your most recent curricula.

![Select the most recent term from the drop-down menu to display your most recent curricula.](image)

*Note that selection of term does not determine the graduation ceremony date. The selection of the ceremony date will be on step 8.

6. Select primary degree and click on **Continue**.

![Select primary degree and click on **Continue**.](image)

7. Select your Graduation date and select your decision about attending the commencement ceremony, then click **Continue**.

![Select your Graduation date and select your decision about attending the commencement ceremony, then click **Continue**.](image)

*Note: Students pursuing Accelerated Online Programs must apply for module graduation dates (terms).
8. Review your Diploma Name and then click **Continue**.

9. Using the drop-down menu, select the mailing address you want your diploma to be mailed to or select **new** to add a new address. If you select a new address, complete the appropriate fields. Click **Continue**.

10. Payment Method: Select the graduation application fee from the drop-down menu and click **Continue**.

*Note: Graduation application fee will be added to you online bill and will need to be addressed as soon as possible. This fee does not prevent student from applying.*
11. Review your graduation application to verify all information is correct and click **Submit Request**.

12. You have submitted your graduation application!

For questions regarding applying for graduation, graduation application status, graduation date changes, please contact the Graduate Degree Audit Team at **gradcertification@utrgv.edu**.

For questions regarding commencement ceremonies, please contact the Office of University Registrar at **commencement@utrgv.edu**.