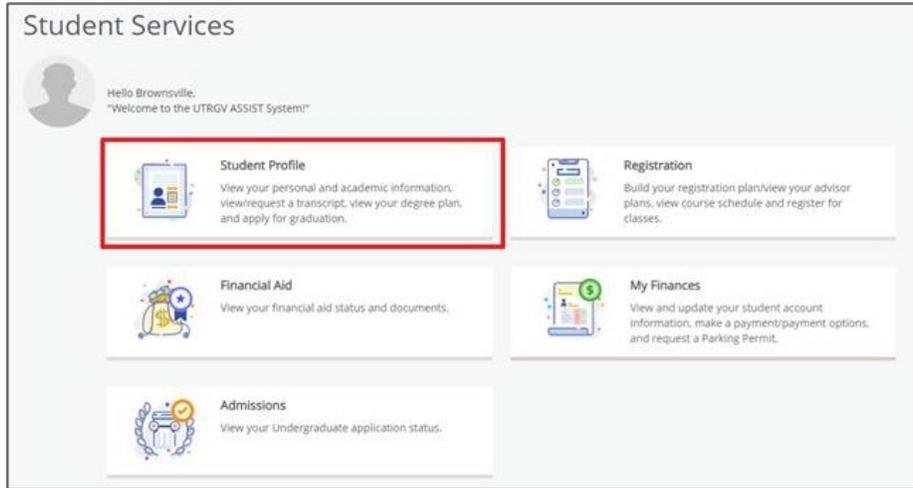


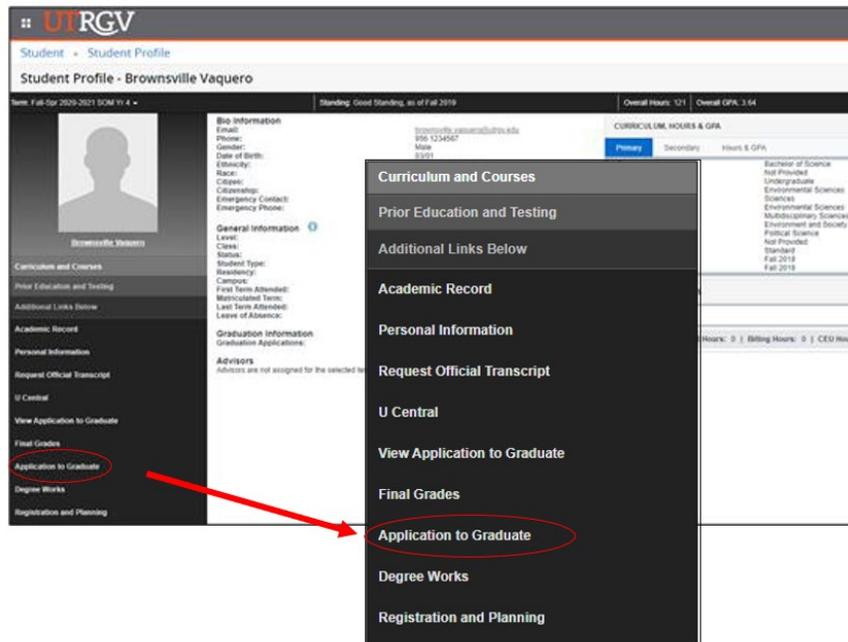
APPLYING FOR GRADUATION

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](#) 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**.



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



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.

The screenshot shows the UTRGV Graduation Application interface. At the top, there is a navigation bar with the UTRGV logo and the user name 'Vaquero Edinburg'. Below the navigation bar, the page title is 'Student > Graduation Application'. The main section is titled 'Curriculum Selection'. There is a 'Term *' dropdown menu with 'Select' chosen.

*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**.

The screenshot shows the UTRGV Graduation Application interface. The 'Term *' dropdown menu is now set to 'Fall 2021'. Below the dropdown, there is a section for 'Primary Degree' with a radio button selected. The details for the primary degree are: Master of Business Admin., Level: Masters, Program: Business Administration MBA, College: Business and Entrepreneurship, and Major: Business Administration. A blue 'Continue' button is visible at the bottom left.

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

The screenshot shows the UTRGV Graduation Application interface. The page title is 'Student > Graduation Application'. The main section is titled 'Graduation Date Selection'. There is a 'Primary Degree' section with 'Master of Business Admin.' selected. Below that, there is a 'Graduation Ceremony Attendance' section. The 'Graduation Date *' dropdown menu is open, showing options: 'Select', 'Term: Fall 2022', 'Term: FALL 2022 MODULE 1', 'Term: FALL 2022 MODULE 2', 'Term: SUMMER 2022 MODULE 1', and 'Term: SUMMER 2022 MODULE 2'. The 'Term: Fall 2022' option is highlighted. Below the dropdown, there is a 'Will you attend the ceremony?' section with three radio buttons: 'Yes', 'No', and 'Undecided'. The 'Undecided' option is selected. A blue 'Continue' button is visible at the bottom right.

*Note: Students pursuing Accelerated Online Programs must apply for **module** graduation dates (terms).

8. Review your Diploma Name and then click **Continue**.

The screenshot shows the 'Diploma Name Selection' page in the UTRGV student portal. At the top, the UTRGV logo is on the left, and 'Student' and 'Graduation Application' are on the right. Below the logo, the page title 'Diploma Name Selection' is displayed. A 'Primary Degree' dropdown menu is set to 'Master of Business Admin.'. A blue information box contains the text: 'This is the diploma name information.' Below this, the 'Name' field is populated with 'Vaquero Student'. At the bottom, there are two buttons: 'Back' and '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**.

The screenshot shows the 'Diploma Mailing Address Selection' page. The UTRGV logo is on the top left, and 'Student' and 'Graduation Application' are on the top right. The page title is 'Diploma Mailing Address Selection'. The 'Primary Degree' dropdown is set to 'Master of Business Admin.'. A blue information box says: 'Please select State (Province) and Zip (Postal Code) or select Nation to proceed.' Below this, there is a section titled 'One of your Addresses *' with a dropdown menu. The dropdown is open, showing 'Select' at the top, 'New' in the middle (highlighted in blue), and 'Local Mailing Address 1201 W University Dr Apt 3B' at the bottom. At the bottom of the page are 'Back' and 'Continue' buttons.

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

The screenshot shows the 'Graduation Application Payment' page. The UTRGV logo is on the top left, and 'Student' and 'Graduation Application' are on the top right. The page title is 'Graduation Application Payment'. The 'Primary Degree' dropdown is set to 'Master of Business Admin.'. A 'Payment Method *' dropdown menu is open, showing 'Graduation Application Fee \$50.00 Graduation Application Fee' selected. At the bottom, there are 'Back' and 'Continue' buttons.

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**.

The screenshot shows the 'Graduation Application Summary' page in the UTRGV student portal. The page is titled 'UTRGV' and 'Vaquero Edinburg'. The breadcrumb trail is 'Student > Graduation Application'. The main content area is titled 'Graduation Application Summary' and contains the following information:

Graduation Date			
Term			
Fall 2022			
Ceremony			
Attend Ceremony			
Undecided			
Diploma Mailing Address			
Street	City	State or Province	Zip or Postal Code
1201 W University Dr Apt 3B	Edinburg	Texas	78539-2909
Curriculum			
Primary Degree			
Master of Business Admin.			
Level	Program	College	Major
Masters	Business Administration MBA	Business and Entrepreneurship	Business Administration
Graduation Charges			
Fee	Payment Method		
\$50.00	Graduation Application Fee		

At the bottom of the form, there are two buttons: 'Back' and 'Submit Request'.

12. You have submitted your graduation application!

The screenshot shows the 'Acknowledgement' page in the UTRGV student portal. The page is titled 'UTRGV' and 'Vaquero Edinburg'. The breadcrumb trail is 'Student > Graduation Application'. The main content area is titled 'Acknowledgement' and contains the following text:

We've received your Graduation Application. Thank you!

The Degree Audit Team will review your information and determine if you are on track to fulfill the requirements needed to graduate by the graduation date you have indicated.

Status updates regarding your graduation application will be sent to your UTRGV email from gradcertification@utrgv.edu. Degrees are awarded by the Office of the University Registrar upon successful completion of all requirements. Go to utrgv.edu/commencement/ for additional details about graduation and commencement ceremonies.

The graduation fee is mandatory. We encourage you to review your student bill and pay this fee now to avoid any hold.

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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.