APPLYING FOR GRADUATION

These steps are for 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. Select Student Self Service.

4. Click on Student Profile.

5. The student profile Landing page is displayed. Click Application to Graduate to start the application process.

Note: Applying for graduation will incur a graduation application fee upon completion of process.
6. Click *Application to Graduate*.

7. Select the term for the graduation application.
8. Select primary degree and click on **Continue**.

9. Select your Graduation date and select your decision about attending the ceremony, then click **Continue**.
10. Review your Diploma Name and then click **Continue**.

11. 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. Click **Continue**.
12. **Payment Method**: Select the graduation application fee and click *Continue*.

   ![Payment Method UI](image)

   *Note: Graduation application fee will be added to your online bill and will need to be addressed as soon as possible. This fee does not prevent student from applying.*

13. Review your graduation application to verify all information is correct and click *Submit*.

   ![Application Summary UI](image)
14. Review Acknowledgement and student has submitted a graduation application.

![Student Graduation Application Acknowledgement](Image)

**Frequently Asked Questions**

**Why can’t I apply?**
Please review requirements to verify you are eligible to apply.

**What are the requirements to be able to apply for graduation?**
- Must be classified as a senior,
- Have 80% or higher of degree requirements met on degree works,
- 100+ earned hours and
- 2.0 or higher institutional GPA

**Who can I contact regarding my application status?**
You may contact certification@utrgv.edu

**Who can I contact if I submitted my application but need to change my graduation date?**
You may contact certification@utrgv.edu for assistance in changing your graduation date.

**Who can I contact if I have questions about applying for graduation?**
You may contact registrar@utrgv.edu.

**Who can I contact if I have questions about the commencement ceremony?**
You may contact commencement@utrgv.edu.