



Application for Graduate Degree

The University of Utah • Office of the Registrar • 201 S 1460 E RM 250 N • Salt Lake City, UT • 84112
801-581-7852 • graduation@utah.edu • Student Services Building, Window 15 • 801-585-7860 fax

Instructions: Complete this form and submit it to the Registrar's Office, Graduation Division, Window #15 or by email from your Umail account to graduation@utah.edu.

Deadlines to apply are as follows:

Spring (May) - Nov 1st

Summer (August) - April 1st

Fall (December) - July 1st

All communications from the Registrar's Office, Graduation Division will be sent to your UMail account.

CANDIDATE INFORMATION

Student ID #: _____

Student Name: _____

Last

First

Middle

Please indicate special characters, capitalization, or accent marks to include on your diploma. The name on your diploma will match your name on university records. Official changes may be made through the Registrar's Office, Registration Division.

DEGREE INFORMATION

Check all that apply:

I am in a combined **undergraduate-graduate program** (e.g. BS/MS)

I am in the following **combined graduate program**:

MBA\MHA JD\MBA MPH\MPA Other: _____

I have previously applied for graduation. Previous semester: _____

Expected Graduation Term:

Spring (May) 20____

Summer (August) 20____

Fall (December) 20____

Degree Type: MA MS MBA MSW M. Ed ME PhD Other _____

Major: _____

Emphasis: _____

I understand that all requirements should be completed prior to the conferral date, that my degree will not be posted until the Registrar's Office certifies completion of all requirements which may take 4-8 weeks beyond the conferral date, and that my diploma will be mailed to the mailing address current on CIS at the time of diploma mailing after my degree is posted. I further understand that if I do not graduate as expected I will need to submit a new application.

Student Signature: _____ **Date:** _____

FOR REGISTRAR'S OFFICE USE ONLY

Entered: _____ **Posted:** _____

Notes: _____

Instructions for Application for Graduate Degree:

1. Verify your major and degree are listed correctly in Campus Information Services.
2. Work with your departmental advisor to ensure all candidacy information is entered into the Graduate Tracking System and inform him/her that you intend to apply for graduation with the Registrar's Office. Review the courses and non-course requirements (e.g. Comprehensive Exam, Thesis, etc.) needed to satisfy your degree.
3. Verify that all applicable transfer work has been posted to your academic record prior to the last day of the term in which you have applied to graduate.
4. Review your transcript to make sure all coursework has been completed. If any **I** or **T** grades remain, contact the instructor of each course to ensure a grade change is submitted prior to your final semester.
5. Submit your completed application to the Registrar's Office, Graduation Division, Window 15, with Picture ID or through Umail to graduation@utah.edu.
6. Ensure you have submitted all required documentation to the appropriate graduate office such as:
 - Comprehensive Exam and/or Language Verification (if required)
 - Non-Thesis or Thesis Final Exam.
 - Submission of defended manuscript for format approval
 - Submission of final 3 copies for thesis release
8. Login to the Campus Information Services (CIS) at cis.utah.edu and check your **View Graduation Status** page to verify how your name will appear on your diploma and the mailing address where your diploma will be sent after your degree is posted. It is your responsibility to keep this information up-to-date.
9. Check your UMail account for updates and information regarding progress toward your degree. All official communication from the University is sent via UMail.

TERM	DEADLINE TO APPLY
Fall Semester (December)	July 1
Spring Semester (May)	November 1
Summer Semester (August)	April 1

*Applications will not be accepted more than one year in advance.

It is your responsibility to work with your department and the Graduate School to ensure that you have met all of the requirements for graduation.

For any questions concerning your graduation application, please contact the Graduation Division at graduation@sa.utah.edu. Questions regarding policies, procedures, or requirements should be directed to your department or the appropriate graduate office.

It is your responsibility to inform the Registrar's Office, Graduation Division if you will not complete your requirements during the semester you have applied to graduate.

You can be charged with a violation of the Student Code if you forge signatures, alter, or misuse University documents.
