

Application for Graduation

Directions: The completed form must be submitted via email to GraduationCoordination@utsa.edu OR uploaded through the [Document Uploader](#).
Application Deadlines: Undergraduate: Fall: Jul 15 Spring: Nov 15 Graduate: Fall: Sep 15 Spring: Feb 15 Summer graduates: June 15

STUDENT INFORMATION

Student's Name*: _____ myUTSA ID: _____

*The name printed on your diploma will be your UTSA legal name. If your UTSA Legal name is incorrect, [click here](#) to view the Diploma Name Policy (PDF).

Telephone Number: _____ Email Address: _____

Graduation Semester: Spring (May) Summer (August) Fall (December) Year: _____

Degree Sought: Bachelor's Master's Doctoral

Major(s): _____

Minor(s): _____ Concentration(s): _____

I am planning to participate in the Commencement ceremony: Yes No

Summer Graduates: Non-doctoral students graduating in the Summer may attend either the May or December commencement ceremonies. *Please select which ceremony you would like to attend:* May December

Summer graduates who wish to include their name in the May commencement program should apply by February 15th. Inclusion in the commencement program or participation in commencement exercises does not mean completion of degree requirements or actual awarding of the degree. Diplomas will list your degree, major, and final honors, if applicable. A minor and concentration will appear on your official transcript, but will not appear on your diploma. Diplomas will be mailed approximately sixty days following the close of the semester. [Click Here](#) for more information concerning graduation or commencement.

DIPLOMA DELIVERY

If your diploma address changes, update it on the "Personal Information" menu in ASAP no later than two weeks following the end of the semester.

Diploma Mailing Address: _____

SIGNATURE

Signature*: _____ Date: _____

**Electronic signature - typing your name will suffice as an authentic signature. This form does NOT need to be printed and scanned.*

Undergraduate students pursuing a first bachelor's degree, the [Application for Tuition Rebate](#) must be submitted to Registrar's Office prior to the close of the semester of graduation.

With a few exceptions, you are entitled on your request to be informed about the information U.T. San Antonio collects about you. Under Sections 552.021 and 552.023 of the Texas Government Code, you are entitled to receive and review this information. Under Section 559.004 of the Texas Government Code, you are entitled to have U.T. San Antonio correct information about you that is held by us and that is incorrect, in accordance with University of Texas System Business Procedures Memorandum 32.

UTSA OFFICE USE ONLY:

Date: _____ Received By: _____ Processed By: _____ DegreeWorks percentage: _____