

# Application for Graduation

**Directions:** The completed form must be submitted through the [Document Uploader](#) or emailed to [GraduationCoordination@utsa.edu](mailto:GraduationCoordination@utsa.edu).

- **Fields to select on the Document Uploader:** Department: *Registrar*; Term: *Select Applicable Term*; Category: *Graduation Forms*; Category 2: *Graduation*; Document: *Application for Graduation with Multiple Majors, Minors, and Concentration*

**Application Deadlines:** Fall: July 15 Spring: February 15 Summer: June 15

**Application Fees:** These fees will automatically apply to your student bill on Rowdy Pay once you submit your application. A fee will be charged each time an application is submitted. Click [here](#) for more information.

## STUDENT INFORMATION

Student's Name\*: \_\_\_\_\_ myUTSA ID: \_\_\_\_\_

\*The name printed on your diploma will be your UT San Antonio legal name. If your UT San Antonio 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 your myUTSA Account by going to the Quick Launch card and clicking on the "App Personal Information." This must be done 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: \_\_\_\_\_