
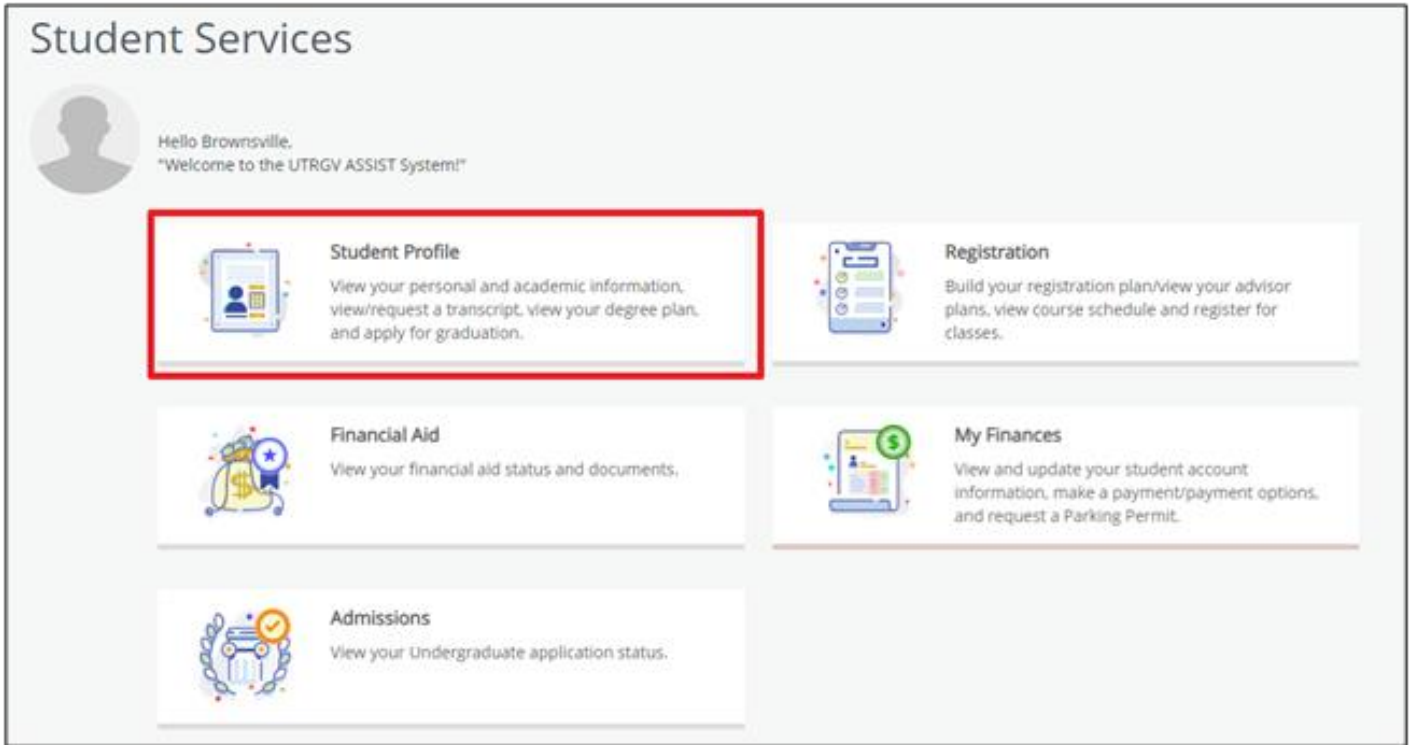


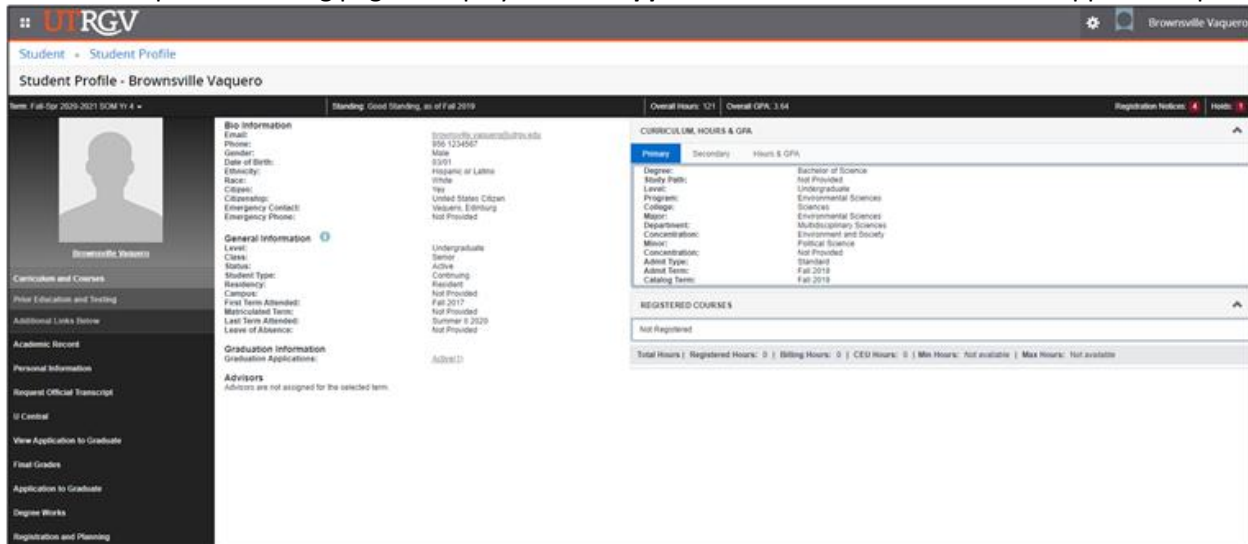
# APPLYING FOR GRADUATION

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**.

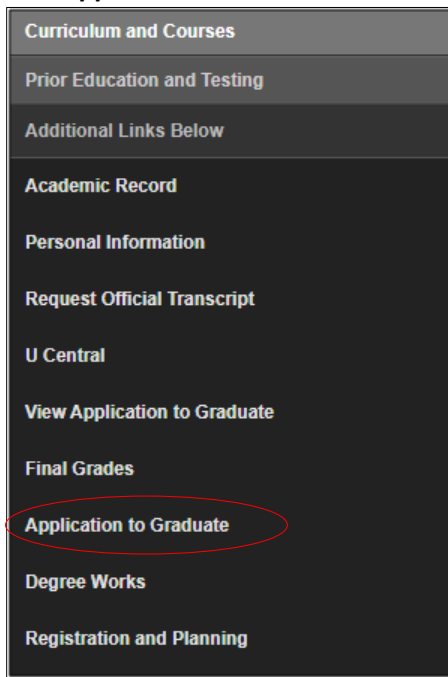


5. The student profile Landing page is displayed. Click **Application to Graduate** to start the application process.

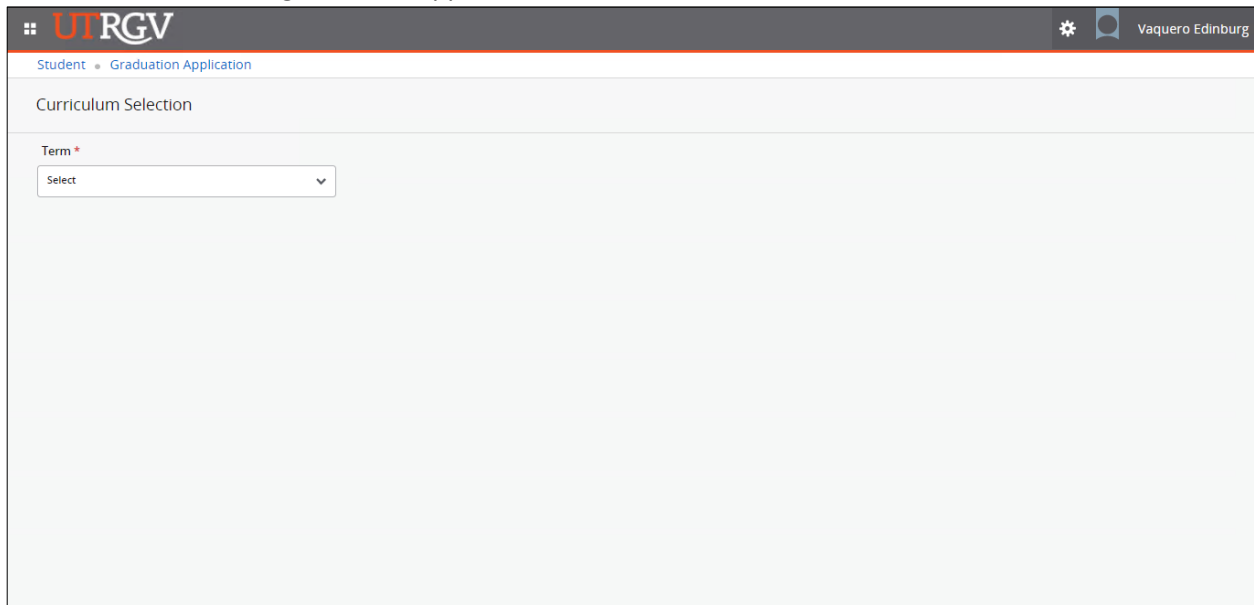


*Note: Applying for graduation will incur a graduation application fee upon completion of process.*

6. Click **Application to Graduate**.



7. Select the term for the graduation application.



8. Select primary degree and click on **Continue**.

UTRGV

Student • Graduation Application

Brownsville Vaquero

### Curriculum Selection

Term \*

Spring 2021

Primary Degree

Bachelor of Science

Level	Program	College	Major
Undergraduate	Environmental Sciences	Sciences	Environmental Sciences
Major Concentration	Minor		
Environment and Society	Political Science		

Continue

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

UTRGV

Student • Graduation Application

Brownsville Vaquero

### Graduation Date Selection

Primary Degree

Bachelor of Science

### Graduation Ceremony Attendance

Graduation Date \*

Select

- Date: 05/06/2021 Term: Spring 2021 Year: 2020-2021
- Date: 07/06/2021 Term: Summer I 2021 Year: 2020-2021
- Date: 08/13/2021 Term: Summer II 2021 Year: 2020-2021

UTRGV

Student • Graduation Application

Brownsville Vaquero

### Graduation Date Selection

Primary Degree

Bachelor of Science

### Graduation Ceremony Attendance

Graduation Date \*

Date: 05/06/2021 Term: Spring 2021 Year: 2020-2021

Will you attend the ceremony?

Yes

No

Undecided

Back Continue

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

UTRGV Brownsville Vaquero

Student » Graduation Application

### Diploma Name Selection

**Primary Degree**  
Bachelor of Science

This is the diploma name information.

Name  
Brownsville Vaquero

Back 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**.

UTRGV Brownsville Vaquero

Student » Graduation Application

One of your Addresses \*

Permanent 1234 Vaquero Lane

Street Line 1 \*  
1234 Vaquero Lane

Street Line 2

Street Line 3

City \*  
Brownsville

State or Province  
Texas

Zip or Postal Code  
78520

Nation

Back Continue

UTRGV Brownsville Vaquero

Student » Graduation Application

One of your Addresses \*

New

Street Line 1 \*

Street Line 2

Street Line 3

City \*

State or Province

Zip or Postal Code

Nation

Back Continue

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

UTRGV  
Student » Graduation Application  
Brownsville Vaquero

Graduation Application Payment

Primary Degree  
Bachelor of Science

Payment Method \*  
Graduation Application Fee \$32.00 Graduation Application Fee

Back Continue

**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.**

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

UTRGV  
Student » Graduation Application  
Brownsville Vaquero

Graduation Application Summary

Graduation Date  
Date: 05/06/2021 Term: Spring 2021 Year: 2020-2021

Ceremony  
Attend Ceremony: Yes

Diploma Mailing Address  
Street: 1234 Vaquero Lane City: Brownsville State or Province: Texas Zip or Postal Code: 78520

Curriculum  
Primary Degree: Bachelor of Science

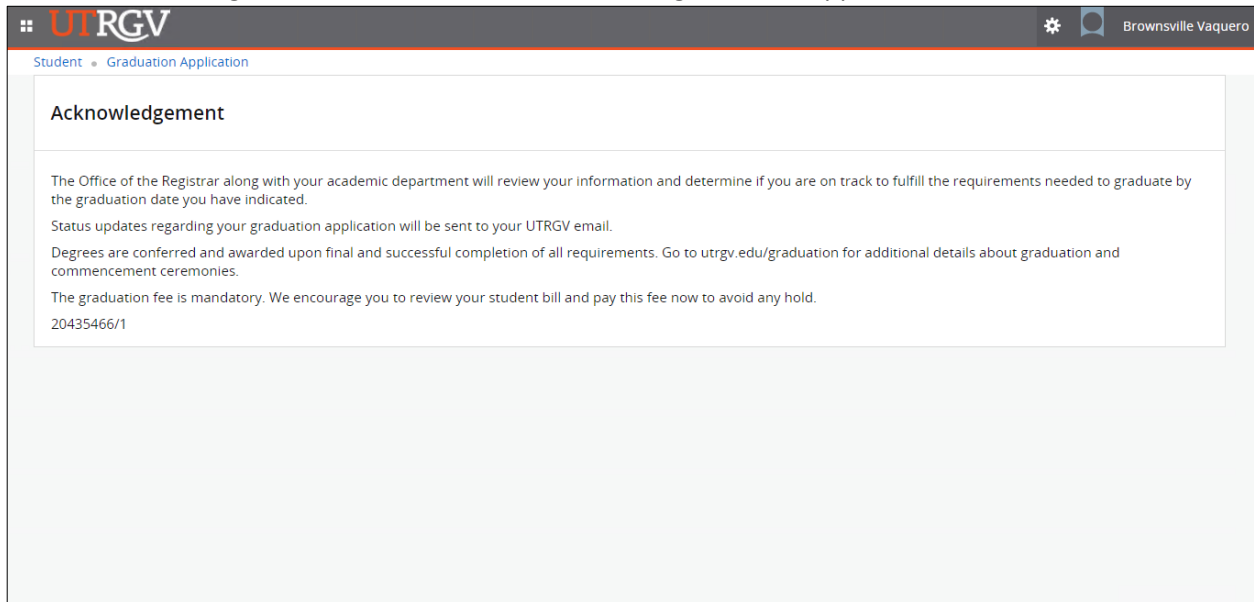
Level: Undergraduate Program: Environmental Sciences College: Sciences Major: Environmental Sciences

Major Concentration: Environment and Society Minor: Political Science

Graduation Charges  
Fee: \$32.00 Payment Method: Graduation Application Fee

Back Submit Request

## 14. Review Acknowledgement and student has submitted a graduation application.



The screenshot shows the UTRGV student portal interface. At the top left is the UTRGV logo. To the right of the logo is a navigation menu with 'Student' and 'Graduation Application'. Further right are a settings gear icon and a user profile icon labeled 'Brownsville Vaquero'. The main content area is titled 'Acknowledgement' and contains the following text:

The Office of the Registrar, along with your academic department 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.

Degrees are conferred and awarded upon final and successful completion of all requirements. Go to [utrgv.edu/graduation](http://utrgv.edu/graduation) 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.

20435466/1

## 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](mailto: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](mailto: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](mailto:registrar@utrgv.edu).

### Who can I contact if I have questions about the commencement ceremony?

You may contact [commencement@utrgv.edu](mailto:commencement@utrgv.edu).