

### **Applying for Graduation**

This is the online application for graduation that must be completed one term prior to the expected graduation term. The Office of the Registrar notifies students via email when the application is available for specific terms.

If you are logging in from off-campus, you will need to use a <u>Virtual Private Network (VPN)</u> and <u>Two-Factor Authentication (2FA)</u> in order to access My UT Health and the Student Center.

#### Log into My Student Center

for instructions on accessing My Student Center access <u>How to Log into My Student</u> <u>Center</u>

#### Select the Academic Record Tile

🕏 UT Health San An	tonio	▼ My Student Center		Â	:	۲
	Tasks No current tasks	Academic Record	Manage Classes			
	Financial Aid	Tuition and Fees	Profile			
	Declare Health Insurance					

### Select Apply for Graduation link and then the Apply for Graduation link on the resulting panel

My Student Center	Academic Record		:	۲
E Course History	Submit Application for Graduation Click on the Apply for Graduation link to submit your application for graduation. If no link is visible, there are no valid to	erms op	en for	
🐻 View Grades	graduation applications for your program at this time (or you have already applied). Please contact your academic departmen Office for more information.			an's
🔀 My Program	Program: Doctor of Philosophy			
🛂 My Advisors	UT Health Science Center at SA   Graduate School Graduate Degree: Doctor of Philosophy			
Expected Grad Term	Major: PhD in Integrated Biomed Sci Discipline: Cell Bio, Genetics, Molec Med Apply for Graduation			
Apply For Graduation				
Tiew Unofficial Transcript				
Helpful Links				
E Contact Us				



#### Select an Expected Graduation Term or click on Select Different Program if you wish to apply for graduation to another program you are enrolled in.

If your desired term is not available, then the application period to apply for that term has not started or has expired.

Be sure to read all text on each of the panels (steps) in the application.

My Student Center	Academic Record		
E Course History	Select Graduation Term		
🐻 View Grades	You chose to apply for graduation for the academic program listed below. If this is not correct, return to the previous page and select a different academic program. Select an Expected Graduation Term. Only terms for which the Registrar's Office is currently accepting graduation applications will be displayed. Program: Doctor of Philosophy UT Health Science Center at SA   Graduate School Graduate		
🔀 My Program			
🛂 My Advisors			
El Europeted Orad Terra			
Expected Grad Term	Degree: Doctor of Philosophy Major: PhD in Integrated Biomed Sci		
Apply For Graduation	Discipline: Cell Bio, Genetics, Molec N Expected Graduation Term select term		
Tiew Unofficial Transcript			
Helpful Links	Select Different Program Continue		
E Contact Us			

# Enter your full legel name. Be sure to follow the instructions on the page.

Apply for Graduation - Diploma Name			
Joy Student			
Please provide your name exactly as it should appear on your diploma.			
This must be your full legal name, and will be reconciled against your permanent student record. If you have special characters in your name (such as an accent mark or tilde), place copy them from a word document and paste them into the appropriate field.			
Click SAVE when finished editing, then click CONTINUE to next step. NOTE: We will not print your name in ALL CAPS on the diploma.			
Name Suffix	Q		
First Name	Joy		
Middle Name			
Last Name	Student		
By submitting the Application for Graduation, you are authorizing the University to print your name, and if applicable, degree, awards, and other information in The University of Texas Health Science Center - San Antonio Commencement program. Your information will be printed even if you currently have a FERPA restriction on your record. If you do not want your information printed/published in the program, please check the box below			
I DO NOT want my information printed in the Commencement Program.	Allow		
SAVE			

Select to Allow or Not Allow your name and other information to be printed on the commencement program and click SAVE.

I DO NOT want my information printed in the Commencement Program. Not Allow	
I DO NOT want my information printed in the Commencement Program.	

# **Confirm or update your Home and Permanent Address. Save and Continue.**

Joy Student		^	
You must have a valid Home and Permanent address before submitting the Application for Graduation. Please make any necessary address changes below.			
The Home address indicates your current m receive mail. The two may or may not be ide	The Home address indicates your current mailing address. The Permanent address is an alternate address at which you may also receive mail. The two may or may not be identical.		
Click SAVE when finished editing, then click	Click SAVE when finished editing, then click CONTINUE to next step.		
Home Address			
Address 1	7703 Floyd Curl		
Address 2			
City	san antonio		
State	ТХ	Q	
Zip Code	78229		
Country	USA	Q	
Permanent Address			
Address 1	7703 Floyd Curl		
Address 2			
City	san antonio		
State	ТХ	Q	
Zip Code	78229		
Country	USA	Q	
SAVE CONTINUE			

## **Provide post-graduation email address and phone number. SAVE and continue.**

Apply for Graduation				
Joy Student				
Email				
Please provide an email address where the univer	Please provide an email address where the university may reach you after graduation.			
Email Address	Email Address			
*Email student@gmail.com				
Phone	Phone			
Please provide a phone number where the university may send text messages after graduation. (optional)				
Preferred Phone				
Phone	333/555-6666			
Click SAVE when finished editing, then click CONTINUE to next step.				

Click Submit Application, or cancel by accessing Select Different Program or Select Different Term. You can also cancel by signing out of My Student Center. Once you chose Submit Application, you will receive a confirmation email.

