How to Apply for Graduation

Congratulations!

You are getting ready to complete the final steps before becoming a graduate from The University of Texas at Tyler!

If you have questions about if you qualify for graduation, schedule a meeting with your academic advisor to verify your degree plan progress.

If you currently do not have access to your myUTTyler Student Center, email IT support itsupport@uttyler.edu to resolve this issue. It is critical to have access to your myUTTyler Student Center account to apply for graduation and your Patriots email account to monitor communication regarding Graduation and Commencement.

If you encounter problems with this guide, please email graduation@uttyler.edu.

There are 3 Steps to Applying for Graduation:

1) Paying for the Graduation Application Access Fee (pg. 2-8)

2) Submitting Your Graduation Application (pg. 8-18)
   a. Start Graduation Application
   b. Complete the Graduation Survey
   c. Complete the Alumni Association Membership
   d. Complete the Graduation Application
   e. Confirm Your Application is Successfully Submitted
   f. Submit External Classwork to Transfer, if applicable

3) Verify Diploma Name & Mailing Address (pg. 18-22)
Steps to Apply

1) Pay your Graduation Application Access Fee.

A) All graduation application access fees are non-refundable, and a new graduation application access fee must be paid each semester a student applies for graduation.

B) If you do not want to pay online, you can pay this fee by calling Student Business Services at (903) 566-7180 or stopping by in-person to The One-Stop.

C) Our current online payment system allows you to choose from an electronic check via a checking/savings account or a credit/debit card.

D) On your myUTTyler Student Homepage, click the “My Finances” tile.

a. Then, click “Purchase Miscellaneous Items”.

![Image of myUTTyler Student Homepage with the “My Finances” tile highlighted]
b. Place a “1” in the quantity field for the Spring, Summer, or Fall GradAppAccess Fee & Gift, depending on which term you are applying for.
   
i. If you have a double degree, you will need to place a “2” in the quantity field for Spring, Summer or Fall GradAppAccess Fee & Gift, depending on which term you are applying for. If unsure if this applies to you, please email graduation@uttyler.edu before proceeding.

c. Then click “Calculate Total”.

d. Then “Next”.

e. Confirm amount of purchase for Spring, Summer or Fall GradAppAccess Fee & Gift is correct, then click “Make Payment”.
f. A new window will open within your myUTTyler student account, click on “Manage My Finances”.

![Image of Manage My Finances]

- Click on Manage My Finances.

- You will be redirected to your “Account Payment” center. Click “Make a Payment”.

![Image of Account Payment]

- Click on Make a Payment.

h. Select “Pay by Line Item” and check the “Graduation App Access Fee” check box. Then, click “Continue”.

![Image of Graduation App Access Fee]

- Select Pay by Line Item.
- Check the Graduation App Access Fee box.
- Click Continue.
i. In the drop-down menu, select your preferred payment method and then click “Continue”.

j. For Credit/Debit Card payments, input your card information, click “Continue”.
k. Then input the rest of your card information, then click “Continue”.

l. For **Electronic Check** payment, input your account information, then click “Continue”.
m. Verify all information is correct and click "Submit Payment" for your transaction to be finalized.

n. Your graduation application access fee is **NOT** paid for until you see the below message.
0. Please print your receipt for your records.

THIS COMPLETES STEP 1, Paying for the Graduation Application Access Fee, Please continue to Step 2, Submitting Your Graduation Application

2) Submitting Your Graduation Application

A) Return to your myUTTyler Student Homepage, click on the “Academic Progress” tile.
a. Next, click “Graduation”.

b. Then click “Apply for Graduation”.

c. Please confirm that your degree information (degree, major, and minor, if applicable) is correct.

   i. If you have multiple programs of study from UT Tyler, please verify you are selecting the correct program.

   ii. If your degree information is **INCORRECT**, please contact your advisor **IMMEDIATELY** to complete necessary paperwork.

d. If your degree information is **CORRECT**, then, click “Apply for Graduation”

e. How to resolve ERROR Message received below:

   i. Complete payment process, Step 1 above.
ii. Contact graduation@uttyler.edu, because there is an issue with your payment submission.

f. Next, select your “Expected Graduation Term”.

i. If your term is not listed, visit www.uttyler.edu/registrar/graduation/applying_for_graduation.php, for dates to apply for graduation.

ii. If the deadline has passed for your graduating term, please IMMEDIATELY contact graduation@uttyler.edu.

g. After selecting the term, this dialog box will appear. Please continue by selecting “Graduation Survey”. 
B) Complete Graduation Survey

a. You will answer a series of questions regarding your experiences here at The University of Texas at Tyler

b. After answering the questions from the Graduation Survey, you will receive the following message.
c. Click the green “Survey Complete” button to finish your Graduation Survey. This does NOT submit your graduation application.

C) Complete the Alumni Association Survey

a. This information does not automatically update your diploma name or mailing address in your myUTTyler Student Center. You will need to follow Step 3 to update these items.

b. Do not select the box “Mail Diploma to This Address”.

C. Provide the most updated information for the Alumni Association. This is NOT the final stage of completing your graduation application.

d. Please click “Continue” to complete your Graduation Application.
D) Complete the Graduation Application

a. Answer the 4 questions needed by the Office of the Registrar to process your graduation application, then click “Submit Application”.

b. Once your Graduation Application is submitted you will receive the following message.
E) Confirm Your Application is Successfully Submitted

a. After your Graduation Application is complete you can verify your graduation status by clicking “View Graduation Status”

b. Your application will remain in “Application for Graduation Received and In Review” status until your degree is conferred at the end of the semester that you have applied for graduation.
F) Submit External Classwork to Transfer, if applicable.

a. This means, you have external coursework or transcripts (not taken at UT Tyler) that has not been submitted to the University.

b. Click “External Classwork to Transfer”

c. Please indicate any of this external coursework needing to be considered for transfer credit.
d. If you have more than one course to add click the “+” to add a new section.

e. Once all external coursework is listed, click “Save”.
3) Verify Diploma Name & Mailing Address
   
   A) Return to your myUTTyler Student Homepage, click on “My Profile”.
   
   a. Click the “Diploma” name row.
b. Verify that your name is **exactly** spelled how you would like it to be printed (first name, middle name, last name and suffixes) on your diploma,

c. If your name is listed **incorrectly**, please contact graduation@uttyler.edu.

d. Then click, “Addresses”.

e. Verify that your “Diploma Address” is accurate.

f. If you have a P.O. Box or Military Base Box address listed, please updated it to a physical mailing address. Our mail carrier *cannot* deliver to these types of addresses.

g. If you would like your diploma to be held for pick up. Please email, graduation@uttyler.edu.

h. If this information needs to be updated, click your address listed.

i. Do Not list a P.O. Box or Military Base Box address, our mail carrier *cannot* deliver to these types of addresses.
j. This will open an “Edit Address” editing box. Update the needed changes, then click “Save”.

k. If you do not have an address listed for “Diploma Address”, click “Add Diploma Address”.
I. This will open an “Add Address” editing box. Input your address you would like your diploma to be sent to, then click “Save”.

m. Do Not list a P.O. Box or Military Base Box address, our mail carrier cannot deliver to these types of addresses.

THIS COMPLETES STEP 3, Verifying Diploma Name and Mailing Address

Congratulations!
You have completed your graduation application.