

# Instructions: How to Apply for Graduation

To apply for graduation, **login to MyUTH**

1. On the Student Home page click on **Academic Progress** panel.
2. Next click **Apply for Graduation** in the left navigation area.
3. Then click the **Apply for Graduation** hyperlink.
  - a. Verify the correct program is showing
  - b. Select the term in the drop down menu (If no term appears contact your Student Affairs Office.)
  - c. Click the yellow “**Continue**” button
4. If the information on the screen is correct click the yellow “**Submit Application**” button .
5. If you have successfully completed the process you will be shown a confirmation blue check mark.
6. Click on **Apply for Graduation** in the left navigation.
7. Click on **View Graduation Status**.
8. On the Graduation Status Screen confirm that your **Diploma Name as it will appear on your diploma**. Should you not want the name displayed to be the name on your diploma take the following steps:
  - a. “How a Graduate’s Name May Be Styled on a Diploma” for information regarding acceptable name formats on diplomas . Click [HERE](#)
  - b. “Diploma Name Request” to request a diploma name if different from official name on file . Click [HERE](#).

Should you have any questions or need assistance, please let us know. We are here to help.

# Submit an Application for Graduation

The screenshot shows a student portal interface. At the top, there is a dark teal header with a left navigation button labeled "Student Home", a central title "Submit an Application for Graduation", and a right navigation area with a home icon, a menu icon, and a refresh icon. On the left side, there is a vertical sidebar menu with the following items: "Academic Progress Summary" (with a bar chart icon), "Academic Progress" (with a line graph icon), "My Academic Requirements", "Advisors" (with a group of people icon), "Advising Notes", and "Apply for Graduation" (highlighted in green). The main content area on the right features a search bar with a "go to ..." dropdown and a search button. Below the search bar are four tabs: "Search", "Plan", "Enroll", and "My Academics". The "My Academics" tab is active. Underneath the tabs, there is a link "Apply for Graduation" and a heading "Submit an Application for Graduation". A paragraph of text follows: "Select the Apply for Graduation link to proceed with your application. If the link is not visible you may not be eligible for graduation at this time. Please see your Academic Advisor for more information." Below this text is a table with two rows. The first row is "Program: Certificate" and the second row is "Univ. of Texas HSC at Houston | Biomedical Informatics". Under the second row, there is a label "Degree: Certificate" and "Major: Applied Biomedical Informatics" on the left, and a blue "Apply for Graduation" link on the right. At the bottom of the page, there is a "Go to top" link with an upward arrow icon.

Student Home Submit an Application for Graduation

Academic Progress Summary

Academic Progress

My Academic Requirements

Advisors

Advising Notes

Apply for Graduation

go to ...

Search Plan Enroll My Academics

Apply for Graduation

Submit an Application for Graduation

Select the Apply for Graduation link to proceed with your application. If the link is not visible you may not be eligible for graduation at this time. Please see your Academic Advisor for more information.

Program: Certificate
Univ. of Texas HSC at Houston   Biomedical Informatics

Degree: Certificate  
Major: Applied Biomedical Informatics

Apply for Graduation

Go to top

# Select Graduation Term

[Student Home](#) Select Graduation Term

Academic Progress Summary

Academic Progress

My Academic Requirements

Advisors

Advising Notes

**Apply for Graduation**

go to ...

Search Plan Enroll **My Academics**

---

Apply for Graduation

---

Select Graduation Term

The academic program listed here was selected to apply for graduation. If this is not correct, return to the previous page and select a different academic program.

Select a valid term to apply for graduation by selecting a value from the dropdown. Only terms in which you are able to apply for graduation will be displayed.

**Program: Certificate**

**Univ. of Texas HSC at Houston | Biomedical Informatics**

Degree: Certificate  
Major: Applied Biomedical Informatics

Expected Graduation Term

---

Select Different Program Continue

---

[Go to top](#)

# Verify Graduation Data Screen Shot

The screenshot displays a web application interface for verifying graduation data. The top navigation bar includes a 'Student Home' link, the page title 'Verify Graduation Data', and icons for home, menu, and search. A left sidebar contains navigation options: 'Academic Progress Summary', 'Academic Progress', 'My Academic Requirements', 'Advisors', 'Advising Notes', and 'Apply for Graduation' (highlighted in green). The main content area features a search bar with a 'go to...' dropdown and buttons for 'Search', 'Plan', 'Enroll', and 'My Academics'. Below this is a section for 'Apply for Graduation' and 'Verify Graduation Data'. The data shown includes: Program: Certificate; Institution: Univ. of Texas HSC at Houston | Biomedical Informatics; Degree: Certificate; Major: Applied Biomedical Informatics; and Expected Graduation Term: 2021 Fall. A 'Graduation Instructions' box provides details about a \$100 graduation fee and name change procedures. At the bottom, there are buttons for 'Select Different Program', 'Submit Application', and 'Select Different Term', along with a 'Go to top' link.

Student Home      Verify Graduation Data      Home      Menu      Search

Academic Progress Summary

Academic Progress

My Academic Requirements

Advisors

Advising Notes

**Apply for Graduation**

Search   Plan   Enroll   My Academics

go to ...

Apply for Graduation

Verify Graduation Data

**Program: Certificate**

**Univ. of Texas HSC at Houston | Biomedical Informatics**

Degree: Certificate  
Major: Applied Biomedical Informatics  
Expected Graduation Term 2021 Fall

**Graduation Instructions**

Your student account will be assessed a \$100 graduation fee. Your name will appear on the diploma using the name that you provided on the application for admission. Allowable diploma name formats can be found on the Registrar's website. A name change form along with court issued documents can be submitted to the Registrar if your name has changed.

Select Different Program      Submit Application

Select Different Term

Go to top

# Submit Confirmation

The screenshot displays a student portal interface. At the top, a dark teal header contains a back arrow and 'Student Home' on the left, 'Submit Confirmation' in the center, and a home icon, a vertical ellipsis, and a refresh icon on the right. Below the header is a left-hand navigation menu with the following items: 'Academic Progress Summary' (with a bar chart icon), 'Academic Progress' (with a line graph icon), 'My Academic Requirements', 'Advisors' (with a group of people icon), 'Advising Notes', and 'Apply for Graduation' (highlighted in light green). The main content area features a user profile placeholder, a 'go to...' dropdown menu, and a 'Saved' button. Below these are navigation tabs for 'Search', 'Plan', 'Enroll', and 'My Academics'. The page content includes a link for 'Apply for Graduation', a 'Submit Confirmation' heading, a blue checkmark icon followed by the text 'You have successfully applied for graduation.', and a 'Go to top' link at the bottom.

# View Graduation Status

Student Home **Submit Confirmation** Home Menu Refresh

Academic Progress Summary  
Academic Progress  
My Academic Requirements  
Advisors  
Advising Notes  
**Apply for Graduation**

go to ...

Search Plan Enroll My Academics

Apply for Graduation

**Submit Confirmation**

✓ You have successfully applied for graduation.

Go to top

Student Home **Submit an Application for Graduation** Home Menu Refresh

Academic Progress Summary  
Academic Progress  
My Academic Requirements  
Advisors  
Advising Notes  
**Apply for Graduation**

go to ...

Search Plan Enroll My Academics

Apply for Graduation

**Submit an Application for Graduation**

Select the Apply for Graduation link to proceed with your application. If the link is not visible you may not be eligible for graduation at this time. Please see your Academic Advisor for more information.

**Program: Certificate**  
**Univ. of Texas HSC at Houston | Biomedical Informatics**

Degree: Certificate  
Major: Applied Biomedical Informatics [View Graduation Status](#)

Go to top