



# GRADUATION CHECKLIST

All steps are accessed via the MyUMGC student portal at [my.umgc.edu](http://my.umgc.edu).

## 1. Apply for Graduation

• Click **Academic Records > Graduation > Apply for Graduation**

## 2. Check Your Graduation Application Status

• You can review and track your graduation application status through the Graduation page in MyUMGC.

## 3. Pay Your Diploma Application Fee

You will be assessed a \$50 application fee for your certificate or diploma request. To pay online with a credit card:

• Select finances, click the link “Visit student account center,” then click “make a payment”

## 4. Verify or Change your Name on the Diploma

• Verified during the initial graduate application under “**Confirm and edit Diploma Details**” Legal and Diploma name cannot be altered without Bio/Demo update form. Go to **MyInfo > Contact Information > Name**

## 5. Verify or Change your Address

• To change your address click the edit symbol next to “**Diploma Address**” under “**Confirm and edit Diploma Details**”

## When to Apply

UMUC Asia awards degrees in May, August, and December.\* Application deadlines are:

Expected Graduation	Deadline Date
Fall (December)	15 October
Spring (May)	15 February
Summer (August)	15 June

If your application is received after these deadlines, you will be considered for the next scheduled graduation. If you are applying for a certificate, you must apply in accordance with the same deadlines.

\*Graduate dates vary. For application dates and deadlines, visit [www.umgc.edu/graduation](http://www.umgc.edu/graduation).

## // Graduation Review

Associate’s and bachelor’s degree diploma applicants will receive a graduation review to confirm remaining degree requirements. If the remaining requirements include incompletes to be removed, courses to be transferred from other institutions, credit by examination, or military credit, you must ensure this work is completed and official documentation reaches UMUC Asia by the expected graduation deadline.

## // Non-Completion Of Degree Requirements

Students not completing the diploma/certificate requirements in the term in which they apply will not be required to submit a new application or pay the application fee. Your application will automatically move forward to the next term.

## // Marching in Commencement

To be eligible to march at commencement, you must be able to demonstrate that you will complete all degree requirements by the spring degree deadline. Special consideration may be requested if you are anticipating a summer completion date. Please contact the commencement team at [commencement-asia@umuc.edu](mailto:commencement-asia@umuc.edu) for more information.

All fall, winter, spring, and summer associate’s, bachelor’s, and master’s degree candidates are invited to attend the commencement ceremony in your respective region (Guam, Japan, Korea, or Okinawa). Ceremony details and information on ordering commencement materials will be available in early spring.

Regalia is required to participate in the ceremony. Students are responsible for ordering their regalia prior to commencement.

## // Celebrate!

Commencement is a special occasion for graduates, especially when shared with family, friends, and fellow classmates.

Each year, starting in April, UMUC is honored to celebrate your accomplishments at a commencement ceremony in Asia. Join your classmates in Guam, Japan, Korea, or Okinawa to celebrate this momentous occasion.

For details, please email [commencement-asia@umuc.edu](mailto:commencement-asia@umuc.edu).

We look forward to seeing you there and congratulations!

## Contact Us

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