

Use this to-do list to ensure that you complete all the tasks required for graduation.

☐ 1. Contact Your Advisor

The term before you plan to graduate, contact your academic advisor to discuss the completion of your program requirements, or you can refer to your academic advisement report.

☐ 2. Apply for Graduation

To apply for graduation, please log in to MyUMGC and visit Graduation. Remember, you must apply for graduation to have your credential conferred.

☐ 3. Pay the Application Fee

After you have applied, you must pay the nonrefundable application fee of \$50 per credential.

☐ 4. Confirm Your Graduation Status

The Graduation Services Team will evaluate your academic record for graduation. You will receive a notification via email whenever updates have been made to your application.

You can review and track your graduation application status through the Graduation page in MyUMGC. Please make sure your permanent address is correct in your profile in MyUMGC. All information regarding graduation will be mailed to this address.

If you have questions regarding your current graduation application status or projected conferral date, please contact: graduationserv@umgc.edu.

☐ 5. Receive Your Degree

After you are approved for graduation, your credential will be conferred at the end of that term, and a diploma/certificate will be mailed to you two to three weeks after the conferral date.

☐ 6. Participate in Commencement

Commencement is a special occasion for graduates, especially when shared with family, friends, and fellow classmates. Each year, starting in April, UMGC 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.

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.

When to Apply

UMGC in Asia confers 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.

*Dates vary for application dates and deadlines, visit umgc.edu/graduation.

Degree Conferral

Degrees are conferred at the end of the term and diploma/certificates will be mailed 2-3 weeks after conferral. For conferral dates, please visit umgc.edu/current-students/degree-requirements/graduation/to-do-checklist.



Graduation Review

Associate 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 UMGC in Asia by the expected graduation deadline.

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.

All summer, fall, winter, and spring associate, 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.