

Instructions: How to Apply for Graduation

To apply for graduation, login to MyUTH

1. Click on "Apply for Graduation" located in the "Self Service" box on the Homepage
2. "Submit an Application for Graduation" screen. Find the correct program and click "Apply for Graduation"
3. "Select Graduation Term screen":
 - a. Verify the correct program is showing
 - b. Select the term in the drop down menu
 - c. Click the green "**Continue**" button
4. "Verify Graduation Data" screen. If the information on the screen is correct click the green "**Submit Application**" button .
5. If you have successfully completed the process you will be shown a confirmation screen.
6. Return to the "Submit an Application for Graduation" screen and click on View Graduation Status.
7. "Graduation Status Screen" in the Student Information section you will see **Diploma Name** under this header you will see your name as it will appear on your diploma. If you do 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 on the following link:
<https://www.uth.edu/registrar/current-students/graduation/name-style-in-diploma.htm>
 - b. "Diploma Name Request" to request a diploma name if different from official name on file . Click on the following link: <https://ww2.uthouston.edu/dotAsset/e0743fe5-f33d-48b3-9f8d-fa44f004ae9f.pdf&random=35670>

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



Home Screen

The screenshot displays the myUTH Home Screen with a dark blue header and a light blue sidebar. The main content area is white with a light blue background. The header includes the myUTH logo, navigation links (Home, Add to My Links, Sign out), a search bar, and a Portal dropdown menu. The sidebar contains a Main Menu and a Personalize section with tabs for Content and Layout. The main content area is divided into several sections: Self Service, Resources, Student Professional - Events, Student - MDAH - Events, Registrar's News, Financial Aid News, and Bursar's News. The 'Apply for Graduation' link in the Self Service section is circled in red.

my UTH

Home Add to My Links Sign out

Search Portal

Main Menu My Links Select One:

Personalize Content Layout

Self Service

[Student Center Home](#)
[Student Center](#), [Browse Course Catalog](#), [My Class Schedule](#), [Apply for Graduation](#)

Enrollment
[Enrollment: Drop Classes](#), [Enrollment: Add Classes](#), [Enrollment: Swap Classes](#)

Campus Finances
[Account Inquiry](#), [View Financial Aid](#), [Report Aid from Other Sources](#), [Accept/Decline Awards](#)

Holds and To Do
[Holds](#), [To Do List](#)

Update Personal Information
[Addresses](#), [Phone Numbers](#), [Email Addresses](#), [Emergency Contacts](#), [Emergency Alert Information](#)

UTHealth Sites

Student Services
[Bursar's Office](#)
[Financial Aid](#)
[Registrar](#)

UTHealth Schools
Access UTHealth school homepages.
[Biomedical Informatics](#)
[GSBS](#)
[MDACC Health Professions](#)
[Medical School](#)
[School of Dentistry](#)
[School of Nursing](#)
[School of Public Health](#)

Resources

Forms
Student Forms
[Registrar](#), [Financial Aid](#), [Bursar's Office - Petty Cash Form](#)

myUTH Help
[Enrollment](#), [Financial Aid](#), [General Information](#), [Personal Information](#)

FAQ
[Frequently Asked Questions](#)
[Self Service FAQ's](#)

Registrar's News

- [myUTH Maintenance Period 2/2-3/2013](#)
- [End of Registration Schedule for Spring 2013](#)
- [Registration Holds May Impact Your Spring Registration](#)
- [Viewing Grades on myUTH - Getting around an error message](#)

Financial Aid News

- [Exit Interviews Required for Graduating Students with Financial Aid \(Fall 2012\)](#)
- [Recent Changes to the Student Aid Programs](#)
- [2012-2013 Medical Students Awarded Texas Medical Association Loan](#)
- [Debt Management for Medical Students](#)
- [Special Direct Consolidation Loan Information](#)

Bursar's News

- [NEW CAMPUS FEATURES NOW AVAILABLE!](#)
- [Direct Deposit VIA SELF SERVICE is HERE!](#)
- [Notice To All Students Enrolling In Summer Classes!](#)
- [New Campus Processes!](#)
- [Welcome to my UTH](#)

Student Professional - Events

Sunday Feb 24, 2013 - Saturday Mar 2, 2013
No events found for the date range.
[Full Page View](#)

Student - MDAH - Events

Sunday Feb 24, 2013 - Saturday Mar 2, 2013
No events found for the date range.
[Full Page View](#)

Submit an Application for Graduation Screen

my UTH

Home Add to My Links Sign out

Search Portal

Main Menu > Self Service > Student Center

Student Applicant

My Links Select One:

Test Person Utlink go to ...

Search Plan Enroll My Academics

Apply for Graduation

Submit an Application for Graduation

Click on 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 Graduate Dental	
Degree: Post Graduate Certificate Major: Orthodontics	Apply for Graduation

Program: Master of Public Health - Hous	
Univ. of Texas HSC at Houston Graduate Public Health	
Degree: Master of Public Health Major: Health Promo/Health Education	Apply for Graduation

Select Graduation Term Screen



[Home](#)

[Add to My Links](#)

[Sign out](#)

Search

Portal



Main Menu > Self Service > Student Center

[Student](#)

[Applicant](#)

My Links

Select One:



Apply for Graduation

Select Graduation Term

The academic program listed below 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 | Graduate Dental

Degree: Post Graduate Certificate
Major: Orthodontics

Expected Graduation Term

select term ...



[SELECT DIFFERENT PROGRAM](#)

[CONTINUE](#)

[Search](#) [Plan](#) [Enroll](#) [My Academics](#)

Verify Graduation Data Screen

The screenshot shows the 'my UTH' portal interface. At the top left is the logo with 'my' in orange and 'UTH' in white. To the right are links for 'Home', 'Add to My Links', and 'Sign out'. Below these is a search bar and a 'Portal' dropdown menu. A breadcrumb trail reads 'Main Menu > Self Service > Student Center'. The user is logged in as an 'Applicant', with 'Student' also visible. A 'My Links' dropdown menu is set to 'Select One:'. The main content area is titled 'Test Person Utlink' with a 'go to ...' dropdown and buttons for 'Search', 'Plan', 'Enroll', and 'My Academics'. Below this is the 'Apply for Graduation' section, which includes the 'Verify Graduation Data' sub-section. A table displays the following information:

Program: Certificate	
Univ. of Texas HSC at Houston Graduate Dental	
Degree: Post Graduate Certificate Major: Orthodontics	
Expected Graduation Term	2013 Spring

Below the table are three buttons: 'SELECT DIFFERENT PROGRAM', 'SUBMIT APPLICATION' (circled in red), and 'SELECT DIFFERENT TERM'.

Submit Confirmation Screen

The screenshot shows the 'myUTH' Student Center interface. At the top left is the 'myUTH' logo. At the top right are links for 'Home', 'Add to My Links', and 'Sign out'. Below these is a search bar and a 'Portal' dropdown menu. A breadcrumb trail reads 'Main Menu > Self Service > Student Center'. The 'Student' tab is active, and the 'Applicant' sub-tab is selected. A 'My Links' dropdown menu is set to 'Select One:'. The main content area is titled 'Test Person Utlink' and contains a 'go to ...' dropdown menu and four buttons: 'Search', 'Plan', 'Enroll', and 'My Academics'. Below this is a section titled 'Apply for Graduation' with a sub-section 'Submit Confirmation'. A confirmation message with a checkmark icon states: 'You have successfully applied for graduation.' At the bottom, there is a secondary navigation bar with links for 'Search', 'Plan', 'Enroll', and 'My Academics', and another 'go to ...' dropdown menu.

View Graduation Status

my UTH [Home](#) [Add to My Links](#) [Sign out](#)

Search Portal

Main Menu > Self Service > Degree Progress/Graduation > Apply for Graduation

[My Links](#) Select One:
[New Window](#) | [Customize Page](#) | [http](#)

Jane Doe go to ... 

[Search](#) [Plan](#) [Enroll](#) [My Academics](#)

Graduation Status

Program: Non-Degree - Houston	
Univ. of Texas HSC at Houston Graduate Nursing	
Degree: Completion Course of Study: PM Nursing Education	Status: Applied for Graduation Expected Graduation Term: 2014 Spring

Student Information
Diploma Name Jane Alice Doe