



Make the graduation process easy by using the following checklist to help guide you. All steps are accessed via the MyUMUC student portal at my.umuc.edu.

APPLY FOR GRADUATION

- Go to MyAcademics > Graduation > Apply for Diploma/Certificate
- Select the degree for which you are applying
- Select the expected graduation term: Fall, Winter (MBA only), Spring, or Summer
- Verify that the data is correct and submit application

CHECK YOUR GRADUATION APPLICATION STATUS

- Go to MyAcademics > Graduation > Graduation Application Status

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:

- Go to MyFinances > Finances > Make a Payment

VERIFY OR CHANGE YOUR NAME ON THE DIPLOMA

Please note that you may add or change your first and/or middle name in MyUMUC. If you wish to add or change your primary last name, you must submit an official name change form to Student Services.

- Go to MyInfo > Contact Information > Name
- Change your first and/or middle name:
 - Click the Add a New name link on the bottom of the page
 - Select Degree from the Name Type drop down menu
 - Fill in the remaining fields with the name information you want displayed on your diploma, then click Save
- Change your last name:
 - Request a student name change in MyUMUC using the Demographic Information Update form and submitting the required documentation

VERIFY OR CHANGE YOUR ADDRESS

- Go to MyInfo > Contact Information > Addresses
- Add a new address:
 - Click the Add a New address link on the bottom of the page
 - Select Diploma from the Address Types list
 - Fill in the remaining fields with the address information where you want your diploma sent, then click Save

WHEN TO APPLY

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

EXPECTED GRADUATION	DEADLINE DATE
Fall (December)	1 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.

*MBA dates vary. For application dates and deadlines, visit www.umuc.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 Europe by the expected graduation deadline.

NON-COMPLETION OF DEGREE REQUIREMENTS

Students not completing the diploma/certificate requirements in the term in which they apply must complete a new application and pay the application fee again.

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 fall, winter, spring, and summer associate's, bachelor's, and master's degree candidates are invited to attend the commencement ceremony in Kaiserslautern, Germany, in early May. Ceremony details and information on ordering commencement materials will be available in early spring.

CONTACT US

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E-mail (graduate – master's):

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Website: **www.europe.umuc.edu/commencement**



CELEBRATE

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

Each year in early May, UMUC is honored to celebrate your accomplishments at a commencement ceremony in Kaiserslautern, Germany. Join hundreds of your classmates from all over Europe, Africa, and the Middle East to celebrate this momentous occasion.

For details, please visit

www.europe.umuc.edu/commencement.

We look forward to seeing you there and – CONGRATULATIONS!