



# APPLICATION FOR UNDERGRADUATE DEGREE

This application is for degree candidates using Degree Works (those graduating under the 2014-15 catalog and after). Degree candidates using previous catalogs should use the old application. Please discuss your catalog year with your advisor.

This application is for the first UM undergraduate degree ONLY! Additional degrees, second majors, and minors must use a separate application.

There is a \$40 graduation fee (\$55 if turned in during the Late Period) which is to be paid at the Treasury once the application has been approved by the major department. Please have it in hand when paying the fee. \*The graduation fee is a one-time fee for those seeking an undergraduate degree or certificate UNLESS the degree cannot be awarded due to unmet requirements. Please contact the Registrar's Office if you will not be completing the degree in the semester you applied for. If your degree is not awarded, you will need to reapply and pay the graduation fee again.

Minors and Certificates must be applied for separately using the respective Application for a Minor and the Application for Certificate forms. (Please note that minors will not appear on the diploma and must be submitted to the Graduation office along with the application for Bachelor Degree.)

<b>GRADUATION DEADLINES:</b>  Late applications may result in a delay of graduation!	Semester of Graduation .....	Deadline .....	Deadline with \$15 late fee
	Fall .....	Last Friday in April .....	First Monday in October*
	Spring .....	Last Friday in October .....	First Monday in March*
	Summer .....	Last Friday in February .....	First Monday in June*

\*Graduation applications submitted after this date will be deferred to the following semester.

**NAME** \_\_\_\_\_ **STUDENT ID** \_\_\_\_\_  
(PRINT NAME AS YOU WISH IT TO APPEAR ON DIPLOMA)

**APPLYING FOR** \_\_\_\_\_ **OF** \_\_\_\_\_ **MAJOR** \_\_\_\_\_  
(Certificate, Associates, Bachelor) (Applied Science, Arts, Science, Fine Arts) (History, Information Technology, etc, if applicable)

**CONCENTRATION(S) (if applicable)** \_\_\_\_\_  
(Note: this will NOT appear on your diploma. However, it will appear on your transcript.)

I am also pursuing the following credentials for completion at this time and will submit **separate applications** for review:

**Second Major** \_\_\_\_\_ **Second Degree** \_\_\_\_\_  
**Minor(s)** \_\_\_\_\_ *Each* credential, other than a second concentration, requires a unique form.

**SEMESTER AND YEAR OF EXPECTED GRADUATION** \_\_\_\_\_ **CATALOG YEAR** \_\_\_\_\_

**PHONE #** \_\_\_\_\_ **E-MAIL ADDRESS** \_\_\_\_\_

**CURRENT ADDRESS** \_\_\_\_\_ **CITY** \_\_\_\_\_ **STATE & ZIP** \_\_\_\_\_

**DIPLOMA MAILING ADDRESS** \_\_\_\_\_ **CITY** \_\_\_\_\_ **STATE & ZIP** \_\_\_\_\_

(You must contact the Graduation Office directly to change your diploma mailing address, (406) 243-2421 or (406) 243-2422. Updating your address in Cyberbear does not affect where your diploma will be mailed.)

If you wish to have an invitation to commencement sent to a parent or guardian please complete the following:

**PARENT OR GUARDIAN'S NAME** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_ **CITY** \_\_\_\_\_ **STATE & ZIP** \_\_\_\_\_

(Please contact the Registrar's Office if you need a second parent invitation sent.)

### Commencement and Diploma Information

- The graduation office must be notified of any diploma mailing address change. Diplomas will be sent to the diploma mailing address on your application. If a diploma is returned, it will be held until a correct address is received.
- Three to four weeks after the semester ends, awarded degrees will appear in Cyberbear. If verification of degree is needed, an official transcript can be ordered for a fee of \$10.
- Detailed information and instructions regarding commencement will be sent to your current mailing address as recorded in Cyberbear one month before commencement. Information will also be available on the Registrar's website: [www.umt.edu/registrar](http://www.umt.edu/registrar) or call (406) 243-2421 or (406) 243-2422 to speak with a Graduation Coordinator.

**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

With my signature, I acknowledge and understand the University of Montana requirements for a degree as stated in my catalog.

**Dean of School/Chair of Major/Designee Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

With my signature, I certify that all departmental major requirements will be fulfilled by the date indicated on this application, that all departmental waivers and substitutions have been submitted to the Registrar's Office, and the the student's final semester graduation audit has been reviewed and frozen in Degree Works.

\*Note: Submission of this form does not ensure graduation. Degree requirements must be completed before your degree will be posted on your transcript. By your signature above, you agree to release your name for inclusion in the commencement program and any other graduation announcements. If you do not want your name to appear in the above named documents, you must contact the Graduation Office.